



LOST/ABANDONED ITEMS

PM-62-14

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

Employment with City of Memphis Government is a public trust. No City employee, regardless of classification or employment status, is allowed to claim any lost or abandoned items found on any City facility and/or City property.

Upon finding such item(s), the employee must immediately notify their immediate supervisor who in turn will notify their Division Director. In accordance with this policy, the affected Division Director is required to notify the Police Services Division for proper disposition of the lost or abandoned item(s).

Failure of any City employee to comply with this policy will lead to disciplinary action up to and including termination.

It is incumbent upon the individual Divisions of the City of Memphis Government to make their employees aware of the LOST/ABANDONED ITEMS policy, and post this policy on all employee bulletin boards located within their Division.