Lost & Found on City Property

In an effort to easily record and track items found on City property please enter them here.

Per the City of Denton Cash Handling Policy 403.01, money found on City premises, not readily claimed by the owner, shall be handled in the following manner.

1.   Amounts under $50 shall be deposited in the daily deposit noting the circumstances of the found money. The amount of found money will be noted on the G/L revenue report as cash overage. If owner comes forward after deposit has been made, a refund check will be processed to return funds to the owner.

2.   Amounts over $50 shall be turned over to the police department by completing a police report. Found money will be handled by the police according to state law.
- Complete a police report by calling the non-emergency line at (940) 349-8181.
- Place money in an envelope labeled with date found, amount, and police report number in a locked safe.
- If owner comes forward after money and report is given to police, the owner will be directed to the police department.

Found items of substantial value, $50 or more, should also be turned over to police. Attach a photo of items found for identification purposes. Place smaller items in an envelop in a locked safe and store larger items in a locked office until retrieved by the police department.

To update a previous entry to this form, please select the link below.
https://app.smartsheet.com/sheets/xhjG8RGF64FgwWrrCjgM7r6wWM6P352 j5H6rJjG1

Date Found

Location

Select or enter value ▼

Staff Name

Item

Value

Detail circumstances

Deposited (under $50 cash)

☐

Reported to PD (cash & items $50 or more)

☐

Police Report Number

Date retrieved by PD

📅

Additional notes

File Upload

Drag and drop files here or browse files

☐ Send me a copy of my responses

Submit

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