21.99.04.01 Lost, Found, Stolen or Abandoned Property

Approved: February 21, 2011
Revised: April 2012
Next Scheduled Review: April 2013

Rule Statement

Lost, stolen or abandoned property shall be made available for claim by owners and unclaimed items will follow a system for disposition.

Reason for Rule

The purpose of rule is to provide guidance to University Police Department (UPD) members for the disposition and handling of lost, found, recovered, abandoned and unclaimed property. This rule is required by System Regulation 21.99.04 *Disposition of Abandoned and Unclaimed Personal Property*.

Procedures and Responsibilities

1. General
   1.1 Any item that is presumed stolen should be reported promptly to the UPD. UPD will create a case number and investigate appropriately.

   1.2 Lost or abandoned property must be reported to UPD.

   1.3 Within a 90-day period from the date any lost or abandoned property is provided to the UPD, the rightful owner must make a claim thereon; upon proper proof, the article will be returned to the owner. All items shall be dated upon receipt and logged in the Crime Star Report Management System. For all property containing a name or contact information UPD will use any and all forms of communication to contact the individual to include, but not limited to, phone, text and email. Property will be kept in a secure area protected by UPD.

   1.4 Property that is being held for criminal case or is considered contraband will not be immediately returned. Upon completion of criminal case or by judicial order property will be returned.
1.5 After the 90-period, the property may be sold at public auction or donated to a nonprofit organization designated by the university’s executive cabinet. Public notice should be given 15 calendar days in advance of the auction. Proceeds derived by auction will be deposited in UPD account. Security sensitive items, including but not limited to, Bank/Credit Cards, Social Security Cards, Checks, School Identification Cards, and Driver’s Licenses will be destroyed.

2. ABANDONED VEHICLE

2.1 After identification of a possible abandoned vehicle, UPD will affix a 24 hour notice to remove on the front windshield and attempt to contact owner.

2.2 After 24 hours UPD will contact the contracted wrecker service for removal of vehicle. UPD will generate a case to include year, make and model of vehicle, vehicle identification number, license plate and if possible owner information.

2.3 The notification and certified letters regarding the disposition of the impounded vehicle will be the sole responsibility of the towing company as required by law.

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Related Statutes, Policies, or Requirements

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Texas Education Code, § 51.213 Abandoned Personal Property

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Definitions

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Abandoned or Unclaimed Property – Personal property that is outside the possession or control of owner and the owner’s identity is not readily available to the holder of the property.

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Contact Office

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University Police Department – (210) 784-1900