

Texas A&M University-San Antonio

21.99.04.01 Lost, Found, Stolen or Abandoned Property

Approved: February 21, 2011

Revised: May, 2012

Revised: May, 2014

Revised: July 5, 2016

Next Scheduled Review: July 5, 2021

Rule Statement

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

Reason for Rule

The purpose of this Rule is to provide guidance to the Texas A&M University-San Antonio University Police Department (A&M-SA PD) 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*.

Official Rule

1. GENERAL

- 1.1 Any item that is presumed stolen should be reported promptly to the A&M-SA PD. A&M-SA PD will create a case number and investigate appropriately.
- 1.2 Lost State property must be reported to A&M-SA PD.
- 1.3 Within a 90-day period from the date any lost or abandoned property is provided to the A&M-SA PD, the rightful owner must make a claim thereon; upon proper proof, the article will be returned to the owner (See 4 RETURN OF PROPERTY). All items shall be dated upon receipt and logged in the Report Exec Records Management System. For all property containing a name or contact information A&M-SA PD 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 A&M-SA PD.
- 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 or destroyed. Contraband will not 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 General Fund 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 if not returned to the issuing agency.
- 1.6 Disposition of property that has been donated or sold at auction will be accounted for by the Office of Chief of Police via official police report.

2. ABANDONED VEHICLE

- 2.1 After identification of a possible abandoned vehicle, UPD will affix a 48 hour notice to remove on the front windshield and attempt to contact owner.
- 2.2 After 48 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.

3 ITEMS NOT ACCEPTED

- 3.1 The A&M-SA PD will NOT accept bulk items that are abandoned by the owners, perishable items, undergarments (to include bathing suits), items that are obviously dirty/soiled (to include hats), or items of no apparent value.

4 RETURN OF PROPERTY

- 4.1 Persons wishing to claim property will need to provide a reasonable description of the item they are claiming. Items that can be of use to claim property:
 - 4.1.01 Prior photo of the item
 - 4.1.02 Receipts
 - 4.1.03 Known serial number or Owner Applied number (OAN)
- 4.2 Current photo ID (State Driver's License, State Identification Card, Military Identification, A&M-SA Student Identification, Passport, etc.)
- 4.3 Items can be claimed during regular business hours or by appointment by contacting the A&M-SA PD Property Custodian at 210-784-1900.

Related Statutes, Policies, or Requirements

[Texas Education Code, § 51.213 Abandoned Personal Property](#)

Definitions

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.

Contact Office

Business Affairs, University Police Department (210) 784-1900
