Angelo State University
Operating Policy and Procedure

OP 74.04: **Abandoned Personal Property**

ORIGIN DATE: September 1, 2007

LAST REVIEW: August 22, 2011

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to create a standard procedure for the handling, control, and disposal of abandoned personal property on the Angelo State University campus. Abandoned personal property in the residence halls presents some unique challenges; therefore, a separate process for disposition of abandoned personal property in university residence halls or other university controlled housing has been included in this general policy.

REVIEW: This OP will be reviewed in August of every fourth year by the chief of police, with the director of housing and residential programs relating to campus housing, with recommended revisions forwarded through the vice presidents to the president by September 15 of the same year.

POLICY/PROCEDURE

1. Section 51.213, "Abandoned Personal Property," of the *Texas Education Code* states:

   "The governing board of each state institution of higher education, including public junior colleges, is authorized to promulgate rules and regulations providing for the disposition of abandoned and unclaimed personal property coming into the possession of the campus security personnel where the personal property is not being held as evidence to be used in any pending criminal case."

2. All abandoned personal property should be turned in to the university police department. All unclaimed or abandoned personal property of every kind, which shall remain unclaimed for a period of 30 days, shall be transferred to the university property manager, who will arrange to pick up the property and, thereafter, handle it in accordance with established procedure for the disposal of surplus property.

3. Any personal property will be returned to the rightful owner upon payment of any fine or impounding cost. The police department shall be authorized to charge a reasonable storage fee.

4. The following records shall be maintained by the university police department for all abandoned personal property received:

   a. Description of each item;

b. Date received;

c. Name of person depositing the property;

d. Name and address of owner, if known;

e. If claimed by owner, date and signature of owner accepting property;

f. Date property was picked up by the university property manager;

g. Signature for receipt of property picked up by the university property manager.

5. Abandoned bicycles that have been impounded by the university police department will be kept in the possession of the campus police for a period of at least 60 days after coming into the possession of the department. Thereafter, the university property manager will arrange to pick up the bicycles and handle them in accordance with established procedure for the disposal of surplus property.

6. All money turned in to the university police department will be held until the owner is identified and claims the money or for a period of 30 days, whichever is less. Any money not claimed within the 30-day period will be hand-carried to the manager of student accounts/bursar. The manager of student accounts/bursar will deposit the money into the appropriate university escrow account.

7. Any abandoned cash that remains in the escrow accounts after three years should be reported to the state treasurer as abandoned personal property, in compliance with Chapter 74 of the *Texas Property Code*.

8. The university police will comply with all legal waiting periods, statutes, and procedures before releasing any property to the university property manager for disposal.

CAMPUS HOUSING

1. Abandoned Personal Property in the Residence Halls

a. All abandoned personal property discovered in the residence halls will be turned in to the appropriate residence hall office and will be stored for a period of 30 days. The supervising area coordinator will attempt to contact the student owner of the property via e-mail, phone and/or U.S. mail if ownership can be determined. A minimum of three attempts to contact will be made. At the conclusion of the 30 day period, the property will be declared to be abandoned and properly disposed of according to the following procedures.

b. Abandoned personal property may be claimed within 30 days by the rightful owner of the property by presenting appropriate photo identification and verification of ownership to the appropriate supervising housing and residential programs staff member.

2. Procedures

a. Items deemed to be of a perishable nature or for which storage would constitute health,

safety, or sanitation issues, will be properlydisposed of immediately.

b. Remaining items will be cataloged and boxed up by housing and residential programs staff members. A copy of the property inventory will be included inside the sealed box/bag and a second copy will be placed in the student's room inventory file as a record, if the collection of the abandoned personal property is part of an improper check out of a student room. The catalog of information will contain the following:

   (1) Description of each item

   (2) Date item(s) cataloged

   (3) Location of discovery of the property (if known)

   (4) Name and address of owner, if known

   (5) Name(s) and signature(s) of housing and residential programs staff members cataloging the property.

c. Unclaimed personal property remaining unclaimed for 30 days will be permanently disposed of through donation to community service organizations or routine trash disposal.

d. Abandoned cash will be turned over to the university police department per university procedures.