



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 76.09: Abandoned Personal Property

DATE: October 2, 2009

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a standard procedure for the handling, control, and disposal of abandoned personal property on the Texas Tech campus.

REVIEW: This OP will be reviewed in August of every fourth year by the chief of police, the managing director of Financial Accounting and Reporting, and the Office of the General Counsel with recommended revisions forwarded through administrative channels to the senior vice chancellor or designee, the chief operating officer and senior vice president for administration and finance, and the university counsel by September 15. This OP will be reviewed again in 2013.

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 is to be turned in to the Texas Tech 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 Texas Tech 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 reasonable expense of keeping such property, including the payment of any fine, impounding cost, storage cost, advertising cost, or sale cost.
4. The following records will be maintained by the Texas Tech police for all abandoned personal property received:
 - a. Description of each item;
 - b. Date received;
 - c. Name and address of owner, if known;
 - d. If claimed by owner, date and cost charged;
 - e. Date property was picked up by the Texas Tech property manager; and
 - f. Signature for receipt of property picked up by the Texas Tech property manager.

5. Abandoned bicycles that have been impounded by the Texas Tech Police Department (those parked on Texas Tech property, not moved for a period of 30 days, and which are not claimed) will be kept in the possession of the Texas Tech police for a period of at least 60 days after coming into the possession of the department. Thereafter, the Texas Tech 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 Texas Tech police 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 director of Accounting Services on the campus where the money was found. The director of Accounting Services will deposit the money into the appropriate Texas Tech 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 Texas Tech police will comply with all legal waiting periods, statutes, and procedures before releasing any property to the Texas Tech property manager for disposal.
