

Policies of the University of North Texas	Chapter 12
12.002 Disposal of Abandoned Property	Campus Safety and Security

Policy Statement. To establish the policy and procedure for disposing of abandoned and unclaimed personal property coming into the possession of the University police department as authorized by section 51.213 of the Texas Education Code.

Application of Policy. University Police

Definitions. None

Procedures and Responsibilities.

- I. **Policy.** The University police department may dispose of abandoned and unclaimed personal property that comes into its possession in the course of performing official duties. This property includes, but is not limited to, currency, abandoned motor vehicles, bicycles, books, clothing, and electronic devices. Property held as evidence will be presumed abandoned after it is no longer valuable as evidence and is not claimed by its rightful owner.
- II. **Guidelines.** The University police department should follow the guidelines set out below when disposing of abandoned or unclaimed property. All references to department means the University of North Texas police department.
 - A. Property that remains unclaimed for a minimum of thirty (30) days after it comes into possession of the police department may be disposed of as set out below.
 - 1. **Posting Requirement:** The police department will list all abandoned and unclaimed personal property on its department website. Property must be listed on the website for a minimum of thirty (30) days before disposal.
 - 2. **Property with an Identifiable Owner:** When the owner of personal property is identifiable, the police department will make a reasonable effort to notify the owner that her/his personal property is in the possession of the department. The property will be presumed abandoned if the rightful owner cannot be notified or she/he fails to respond to written notification. The department may dispose of property that is presumed abandoned no earlier than thirty (30) days after the date written notice is mailed or sixty (60) days after reasonable efforts have been made to locate the owner and no mailing address can be found. This provision does not apply to abandoned and unclaimed motor vehicles.
 - 3. **Property with No Identifiable Owner:** When the rightful owner of property cannot be identified, the department will make reasonable efforts to identify an owner before disposal of the property. If, after reasonable efforts, the department cannot identify the lawful owner, property will be presumed abandoned thirty

(30) days after the last attempt to identify the owner. The department may dispose of the property no earlier than thirty (30) days after the date the property is presumed abandoned. This provision does not apply to abandoned and unclaimed motor vehicles.

4. Abandoned and Unclaimed Motor Vehicles: Notwithstanding the provisions set out above, the department may dispose of abandoned and unclaimed motor vehicles by impounding them under Chapter 683 of the Texas Transportation Code. Abandoned motor vehicles include vehicles impounded by the University Police Department and unclaimed by their owners and vehicles that meet the definition of abandoned vehicles contained in Chapter 683 of the Texas Transportation Code.
- B. Abandoned property, other than money, will be transferred to the University of North Texas PPS Associate Director for Asset Management for disposal.
 1. Property that may be of use to any department within the University may be transferred to that department by the PPS Associate Director for Asset Management.
 2. Property that is not of use to the University will be disposed of through a public auction, sealed bid sale, or other method of recognized government sale under Texas law, as determined by UNT Chief of Police and PPS Associate Director for Asset Management.
 - C. Money that is abandoned or found in abandoned property shall be deposited in an appropriate university Abandoned Property Account managed by the Chief of Police. These funds may be used for administrative and technical support purposes or other purpose beneficial to the university as determined by the Sr. Vice President for Administration.
 - D. Funds generated by the sale of abandoned property will be deposited into the account authorized in paragraph 3 above.
 - E. This policy does not apply to property seized by the university police department which is subject to the provisions of Chapter 59, Forfeiture of Contraband, Texas Code of Criminal Procedures.

Responsible Party: Chief of Police and PPS Associate Director for Asset Management

References and Cross-references.

Texas Education Code, Section 51.213

Texas Code of Criminal Procedures, Chapter 59, Forfeiture of Contraband

Texas Transportation Code, Chapter 683

Forms and Tools.

None

Approved: 8/26/88

Effective:

Revised: 8/94; 8/98; 8/99; 7/03; 5/2011*; 5/2013**

**format only*

***reviewed with no change*