

Abandoned and Lost Property CO-PD-PR1

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

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Errors or changes to: aim@uta.edu

I.

The University Police Department is the designated department for processing abandoned and/or lost and found property.

II.

If the lost or abandoned property is a Mav Express card, the card should, as soon as possible, be taken to the Mav Express office located in the University Center.

- A. If the card is found after normal business hours, the card should be taken to the Police Dispatch Center located in room B-12 Davis Hall.
- B. When the police department receives a found Mav Express card, the card will be delivered to the Mav Express office as soon as possible.

III.

If lost or abandoned property other than a Mav Express card is found, one of the three following sets of steps (A, B, or C) should be followed:

- A. Take the property to the nearest University academic or business office, advise the occupant where you found the property, and leave the property with that person. The person receiving lost or abandoned property should call the Police Department at 2-3381 and provide the dispatcher with the following information:
 - 1. Name of the person making the report.
 - 2. Location of the lost or abandoned property.
 - 3. Description of the property.
 - 4. Request that an officer take possession of the property immediately.
- B. Contact the Police Department at 2-3381 and provide the dispatcher with the following information:

1. Name of the person making the report.
 2. Description of the property.
 3. Where you are located (those utilizing this option must be able to wait at that location for a reasonable amount of time).
 4. Request that an officer take possession of the property immediately.
- C. Take the property to the Police Dispatch Center located in room B-12 Davis Hall or the Police Department located at 700 South Davis Street.

IV.

The Police Department will handle the found property in accordance with UT System policy and state law.

- A. The Police Department will make every effort to locate the owner of the property by telephone, mail, or campus paper announcement when the name of the person is known.
- B. Abandoned or lost and found property will be held for ninety (90) days while attempts are made to locate the owner. After ninety (90) days if the owner of the property has not been located, or if the owner has been located and has failed to claim the property, the property will be disposed of in accordance with UT System Policy and state law.

V.

Persons who have lost property should contact the Police Department's Property/Evidence Technician at 2-2904, Monday through Friday between 7:00 a.m. and 4:00 p.m. to ascertain if the department is holding their property.

- A. Persons who wish to claim property should be prepared to provide the following information:
 1. Owner's name, address, and telephone number.
 2. Have a form of positive identification.
 3. Provide proof of ownership.
 4. Must be able to describe the property.
 5. Provide the date and approximate location the property was lost.
- B. Persons who claim property will be expected to sign a Property release form.

Related Policies

- [UTS162 Disposal of Unclaimed Property](#)

Related Procedures

- *Faculty and Staff Identification Cards (Mav Express ID)* ([Procedure 3-32](#))

Related Links

- [Texas Transportation Code Sections 683.002 – Abandoned Motor Vehicles](#)
- [Texas Health and Safety Code Section 483.074 – Seizure and Destruction of Dangerous Drugs](#)
- [Texas Health and Safety Code Sections 481.151 – Texas Controlled Substance Act Definitions](#)
- [Texas Health and Safety Code Sections 481.160 – Destruction of Excess Quantities of Controlled Substances](#)
- [Texas Property Code Subchapter B, Title 5, Sections 54.044 and 54.045 – Landlord's Liens](#)
- [Texas Education Code Section 51.213 – Abandoned Personal Property](#)