

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.7	University Police	Revised:	
<b>Policy 8.7.4</b>	<b>Found Property</b>	Responsibility:	Chief, University Police

## **FOUND PROPERTY**

---

### **Procedures**

All personal and state property found abandoned on campus should be reported and/or turned in to University Police without undue delay. A report is made and the property received is stored, awaiting a claim. Every effort is made by the Property Clerk to locate the owner. Property not claimed in ninety (90) days is turned over to the General Services Warehouse Supervisor to be stored until final disposition is made by the Property Manager in accordance with established rules and State law.

---