



#### 8.7.4 Found Property

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.7 University Police	Date Last Reviewed: September 2021
Responsible Entity: Chief, University Police	Date Last Revised: September 2021

##### I. Purpose

This policy covers the handling of lost, abandoned and unclaimed property found on University of Texas Health Science Center at San Antonio (UT Health San Antonio) premises.

##### II. Scope

This policy applies to lost, abandoned, or unclaimed personal property that is found on UT Health San Antonio premises.

##### III. Policy

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

##### IV. Definitions

*There are no defined terms used in this Policy.*

##### V. Related References

*There are no related documents associated with this Policy.*

## VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
6/2000	Policy Origination		
07/2010	Policy Revision		
09/2021	Policy Review, discretionary edits	UTPD/ICPO	09/10/21