



I. 8.7.4 Found Property

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.7 University Police	Date Last Reviewed: December 2024
Responsible Entity: Chief, University Police	Date Last Revised: September 2021

II. Purpose

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

III. Scope

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

IV. 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.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

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Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
07/2010	Policy Revision		
09/2021	Policy Review, discretionary edits	UTPD/ICPO	09/10/21
12/2024	Policy Review	UTPD	12/17/2024