

UC Santa Barbara  
Policies

Policy 5905

Issuing Unit: Administrative Services

Date: February 1, 1985

#### FOUND/UNCLAIMED PROPERTY

##### I. REFERENCES:

- A. California Code of Civil Procedures, Sections 1874 and 2080.8.
- B. Policy of the Regents of the University of California, adopted May 1973.

##### II. POLICY:

All items found or abandoned on the UCSB campus become the property of The Regents of the University of California. Items found on campus must be turned over to the UCSB Campus Police.

##### A. Found/Unclaimed Property Other than Cash and Currency

- 1. All such property shall be released to the Campus Police. Campus Police responsibilities concerning found property include:
  - a. Logging in and tagging of all found property.
  - b. Research to attempt to locate rightful owner of all found property.
  - c. Retention of all unclaimed property for a minimum period of 90 days.
  - d. Release of all unclaimed property (except bicycles) to the Materiel Manager at the appropriate time in accordance with disposal dates set by that office.
- 2. Materiel Manager's responsibilities concerning found property include:
  - a. Selection of dates for public auctions to be conducted wherein sale will be made to highest bidder.
  - b. Publishing notice of such sale at least five days prior to the auction date established, such publication notice to appear in a newspaper of general circulation published in the county in which the property is held.
  - c. Release of auction dates and locations to campus departments, student organizations, and student newspapers.
  - d. Conducting the public auction in accordance with established procedures.

- e. Depositing proceeds from sale of unclaimed property in Miscellaneous Income-General Funds Account, 8-26800-19900-0.
- f. Disposal of property not bid through established University channels.

B. Found/Unclaimed Property, Cash and Currency:

All cash property shall be released to the Campus Police. Campus Police responsibilities concerning cash and currency include:

- 1. Logging in of such property.
- 2. Research to attempt to locate rightful owner.
- 3. Retention of such property for a minimum 90 days.
  - a. Unclaimed cash and negotiable property may be returned to the finder after the expiration of the 90 day period unless the property has been found by a University employee in the course of his or her employment.
  - b. Release of such property to University Cashier for deposit in Miscellaneous Income-General Account, 8-26800-19900-0.

C. Found/Unclaimed Property, Bicycles:

All bicycle property shall be released to the Campus Police. Campus Police responsibilities concerning found and unclaimed bicycles include:

- 1. Logging and tagging.
- 2. Research and attempt to locate rightful owner.
- 3. Retention of all unclaimed bicycles for a minimum period of 90 days.
  - a. Unclaimed bicycles may be returned to the finder after the expiration of the 90 day period unless the bicycle has been found by a University employee in the course of his/her employment.
- 4. Disposal of unclaimed bicycles retained for 90 days through public auction.
  - a. Selection of dates for auction.
  - b. Publishing notice of public auction at least five days prior to the auction date established, such publication notice to appear in a newspaper of general circulation published in the county in which the bicycles are held.
  - c. Release of auction dates and locations to campus departments, student organizations, and student newspapers.

- d. Depositing the proceeds from sale of unclaimed bicycles in the Bicycle Program Account.
  - e. Disposal of bicycles not bid through established University channels.
- D. Unclaimed Property of Deceased:
- 1. Student Health Service Patients:
    - a. Such property including items located in Deceased Patients Valuables Envelopes shall be turned over to the Executor of the Deceased person's estate by the appropriate Student Health Service personnel; if the Executor cannot be located, and if the deceased person leaves no surviving relative, and the County Public Administrator's Office shall be contacted and requested to pick up the property.
    - b. If the County Public Administrator's office declines the request to pick up the property, the property shall be handled in accordance with paragraph A of this policy, if other than cash and currency, or in accordance with other than cash and currency, or in accordance with paragraph B, if cash or currency.
  - 2. Unclaimed Property of Other Deceased Persons:
    - a. Such personal property of deceased person and in deceased person's residence, if on University property, shall be turned over to the Executor of the deceased person's estate by the appropriate dean, department head or administrative personnel; if the Executor cannot be located, and if the deceased person leaves no surviving relative, the County Public Administrator's Office shall be contacted and requested to pick up the property.
    - b. If the County Public Administrator's Office declines the request to pick up the property, the property shall be handled in accordance with paragraph A of this policy, if other than cash currency, or in accordance with paragraph B, if cash or currency.

For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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