

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 76.05, Abandoned Personal Property

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a standard procedure for the handling, control and disposal of abandoned personal property on the Texas Tech campuses.

REVIEW: This HSC OP will be reviewed by August 15 of every fourth year (E4Y) by the Chief of Police, the Director of Accounting Services, and the Office of General Counsel, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations by September 1.

### POLICY/PROCEDURE:

1. Section 51.213 "Abandoned Personal Property" of the Texas Education Code states:

"The governing board of each state institution of higher education, including public junior colleges, is authorized to promulgate rules and regulations providing for the disposition of abandoned and unclaimed personal property coming into the possession of the campus security personnel where the personal property is not being held as evidence to be used in any pending criminal case."

2. All abandoned personal property is to be turned in to the Texas Tech Police Department (TTPD).  
All unclaimed or

- a. Description of each item
- b. Date received
- c. Name and addr