

## **FSU-2.026 Lost, Abandoned, or Seized Personal Property**

### (1) General Provision

All lost or abandoned personal property found on the University campus becomes university property if the personal property is not claimed by the owner within (30) thirty days after it is found consistent with the provisions of this regulation. The University obtains ownership of seized personal property under the Florida Contraband Forfeiture Act (Sections 932.701-932.706, Florida Statutes), when it receives a final judgment granting forfeiture of such property.

### (2) Authority

The University Controller shall manage the transfer, sale, donation, and disposal of personal property lost, abandoned, or seized on campus in accordance with this Regulation.

### (3) Definitions

(a) Bicycle – A vehicle propelled solely by human power or a combination of human power and an electric helper motor capable of propelling the vehicle at a speed of not more than 20 miles per hour.

(b) Campus – All real property situated in the Tallahassee, Panama City, and Sarasota areas that are under the control of Florida State University.

(c) Date of Notification – The date on which an identified owner of lost or abandoned personal property is notified that such property is in custody and informed of the location and means by which the property may be released. If notification is by mail, the date of notification is (5) five business days after the date the letter is mailed.

(d) Date of Receipt - The date lost or abandoned personal property comes into the custody as recorded by the Property Custodian.

(e) Impound – To tow a vehicle away from the place in which it is parked, to boot a vehicle by use of an immobilization device, or to seize and hold legal custody of a vehicle.

(f) Lost or Abandoned Personal Property – Tangible personal property, with some appreciable value or apparent intrinsic value to the rightful owner, which has been mislaid or deposited on campus and left unattended. Lost or abandoned personal property may or may not have an identifiable owner.

(g) Motor Vehicle – An automobile, motorcycle, truck, trailer, semitrailer, truck tractor and semitrailer combination, or any other vehicle operated on the roads of this state, used to transport persons or property, and propelled by power other than muscular power.

(h) Notice of Impoundment – A letter sent by the University Police Department to the registered owner of an impounded vehicle, via certified mail, and a notice posted on the vehicle notifying the registered owner that the vehicle will be impounded and stating the place and means by which the vehicle's release may be secured.

(i) Property Services – The unit within the Controller's Office that manages the transfer, sale, donation, or disposal of personal property lost, abandoned, or seized on campus.

(j) Property Custodian – The individual designated by the Vice President, Dean, or Director who has been assigned the responsibility for the identification of University property and the maintenance of the department's property records.

(k) Seized Personal Property – any contraband article as defined in state statute 932.701

#### (4) Procedures

(a) Lost or abandoned personal property found on campus shall be delivered to the Property Custodian, who shall record the date of receipt of the property and retain custody of the property until disposed of in accordance with this Regulation. The University Police Department is responsible for determining if a motor vehicle or bicycle is abandoned.

(b) If the rightful owner of lost or abandoned personal property is identifiable, the Property Custodian shall make reasonable efforts to contact and notify the rightful owner of the location and means by which the property may be released. In determining whether the rightful owner is identifiable, the Property Custodian shall compare outstanding reports made to the University Police Department of missing, lost, or stolen property to the personal property in custody.

(c) If lost or abandoned personal property is not claimed by the rightful owner within thirty (30) calendar days from the date of receipt recorded by the Property Custodian, such property shall be sent to Property Services. Lost, abandoned or seized personal property may be retained by the University Police Department as necessary for evidentiary and/or investigative purposes.

(d) Lost, abandoned, or seized personal property will be available for University use or sold at public auction. If the property is not obtained for University use or purchased at auction, Property Services shall donate it to a charitable organization or discard it.

(e) The rightful owner of lost or abandoned personal property may reclaim the property at any time prior to the disposition, sale, or use of the property. Such property claimed by the rightful owner shall be released subject to any applicable liens, fees, fines, and reasonable costs of transport, storage and sale.

(f) Net proceeds from the sale of lost or abandoned personal property will be deposited into the University Student Scholarship Fund.

(g) Net proceeds from the sale of seized personal property will be deposited into the University Special Law Enforcement Account in compliance with Section 932.7055(6) (g), Florida Statutes.

Specific Authority: Art. IX, Sec 7, Florida Constitution, Florida Board of Governors Regulations 1.001(3) (j),

(7) (g) Law Implemented 705.18, FS History--New \_\_\_\_\_