

CAL POLY HUMBOLDT
University Senate

Resolution on Updating the Found, Unclaimed, or Abandoned Property Policy

21-20/21-University Policies Committee — February 17, 2026 — First Reading

RESOLVED: That the University Senate of Cal Poly Humboldt recommends to the University President that the attached Found, Unclaimed, or Abandoned Property Policy revisions be approved; and be it further,

RESOLVED: That these updates include the addition of definitions, clarification of procedures regarding found, unclaimed, or abandoned property valued under \$300, and specification of items the University will not accept; and

RESOLVED: That these updates are intended to clarify and refine existing practices and does not change the policy's intent.

RATIONALE: *The proposed revisions to the Found, Unclaimed, or Abandoned Property Policy are intended to improve clarity of the policy. These updates add definitions to key terms, a clarification of what is acceptable and what will not be accepted. These changes are not substantive in nature and do not alter the underlying intent of the policy.*

Found, Unclaimed, or Abandoned Property Policy

EM:P11-08

University Police Department

POLICY ON POLICIES

Applies to: *(Examples follow) [Faculty, staff, student employees, students, vendors, visitors, and volunteers, etc.]*

Purpose of the Policy

The CSU Trustees delegate authority to each campus President to provide for the care, restitution, sale or destruction of found, unclaimed, or abandoned property that comes into the possession of the University, in accordance with Title 5, Sections 42375 and 42376 of the California Code of Regulations, Section 2080.8 of the California Civil Code, and Section 3250.1 of the Integrated California State University Administrative Manual.

Definitions

Unclaimed Property - Property that has been found and turned over to the University but whose rightful owner has not been identified or has not retrieved it after reasonable efforts have been made to contact them. Property is considered unclaimed when it remains in the University's possession for the required three-month holding period without being claimed.

Abandoned Property - Property left on University grounds under circumstances indicating the owner has intentionally or unintentionally relinquished possession and has no intent to reclaim it. An item may be considered abandoned when it lacks identifying information, appears to have been discarded, or remains untouched for a reasonable period with no attempt by any individual to retrieve or inquire about it.

Policy Details

- I. Found, unclaimed, or abandoned property valued at or above three hundred dollars (\$300) found on Cal Poly Humboldt property shall be submitted to the University Police Department for storage, documentation, safekeeping, and reasonable attempts to identify and contact the property's owner.

- II. Such property shall be held by the University for a period of at least three (3) months. After such time the University Police Department shall arrange for the property to be sold at public auction to the highest bidder, ensuring that notice of the sale is published once at least five days prior to the sale in a Humboldt County general circulation newspaper. Internet-based auction services may be utilized as a means of public auction provided they are in compliance with all applicable laws, regulations, and this policy.
- III. The campus may dispose of any property upon which no bid is made at any sale.
- IV. Auction proceeds and interest earnings shall be used for scholarships and loans to students enrolled at Cal Poly Humboldt.
- V. Items valued under \$300 may be donated to another public institution or not-for-profit organization or otherwise disposed. The University Police Department is authorized to arrange for the auction of selected items valued under \$300 (e.g., most bicycles), with the proceeds going to student scholarships and loans.
- VI. Employees of Cal Poly Humboldt who find valuable unclaimed or abandoned property in the course of their employment are prohibited from keeping such property or claiming it for themselves. Off-duty employees are not prohibited from bidding at auctions.
- VII. In addition to accepting property valued over \$300 as described above, the University Police Department, as a service to the community, may also accept certain specified found, unclaimed, or abandoned property valued under \$300, such as valuable serialized items (computers, calculators, cell phones, license plates, etc); personal ID cards and identification; wallets and purses; **backpacks with items inside**; cash; **credit/debit cards**; bicycles; keys; jewelry; **cameras**; **glasses**; **textbooks**; **anything valued at \$100 or more**; and electronic storage media (e.g., flash drives).
- VIII. The University Police Department will not accept food, drinks, **cups**, **water bottles**, perishable items, and organic matter; dirty, soiled, or unsanitary items; illegal drugs/narcotics, lighters, and paraphernalia; personal grooming items; **clothing (unless over \$100)**; or any items deemed to be hazardous.

History *(required)*

All changes must be listed chronologically in the format below, including all edits and reviews. Note when the policy name or number changes. Note if an edit or revision date is exclusively for the policy section or the procedure section:

Issued: MM/DD/YYYY

Revised: MM/DD/YYYY

Edited: MM/DD/YYYY

Reviewed: MM/DD/YYYY

Updated: March 8, 2018