

**CAL POLY HUMBOLDT
University Senate**

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

21-25/26-UPC — May 12, 2026 — Second 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 the revisions align the campus policy with the CSU systemwide policy (Disposition of Lost, Unclaimed or Abandoned Property), implemented in March 2025; and be it further,

RESOLVED: That the University Police Department be designated as the responsible office for administration of the Found, Unclaimed, or Abandoned Property Policy.

Found, Unclaimed, or Abandoned Property Policy

EM:P11-08

University Police Department

POLICY ON POLICIES

Applies to: Faculty, staff, student employees, students, vendors, visitors, and volunteers

Purpose of the Policy

Under authority delegated by the California State University (CSU) Board of Trustees, the University establishes this policy to govern the handling of found, unclaimed, and abandoned property in accordance with applicable law and CSU systemwide policy (Disposition of Lost, Unclaimed or Abandoned Property).

Definitions

- I. **Unclaimed property** is property in the possession of the University for which the owner has not been identified or has not claimed the property within the required time period.
- II. **Abandoned property** is property to which the owner has relinquished possession and for which no claim of ownership is made.

Policy Details

- I. This policy is governed by and shall be implemented in accordance with applicable California law and the California State University (CSU) systemwide policy on Disposition of Lost, Unclaimed, or Abandoned Property, which is hereby incorporated by reference. In the event of any conflict, CSU policy and applicable law control.
- II. 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 (UPD) for storage, documentation, safekeeping, and reasonable attempts to identify and contact the property's owner.
 - I. Property shall be held for the required holding period (currently at least three months) before any final disposition, including retention for University use, may occur.
 - II. The University may retain property for institutional use when permitted by law and CSU policy. Where disposition by public sale or other authorized means is required, UPD shall coordinate

such processes. The specific methods and procedures for sale or disposal, including the use of online auction platforms where appropriate, shall be established in campus procedures.

- III. UPD may, as a service to the campus community, accept certain categories of lower-value or sensitive items (e.g., identification documents, wallets, serialized electronics, bicycles) for safekeeping and return to owners. The categories of items accepted, and any exclusions based on safety, health, or operational considerations, shall be defined in campus procedures.
- IV. Items that are unsafe, hazardous, perishable, or otherwise unsuitable for storage may be refused or disposed of in accordance with campus procedures and applicable law.
- V. Employees who encounter found, unclaimed, or abandoned property in the course of their employment shall not appropriate such property for personal use and must comply with University procedures for reporting and submitting such items. Off-duty employees may participate in public sales conducted in accordance with applicable requirements.

History

Issued: MM/DD/YYYY

Revised: MM/DD/YYYY

Edited: MM/DD/YYYY

Reviewed: MM/DD/YYYY

Updated: March 8, 2018

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

Under authority delegated by the California State University (CSU) Board of Trustees, the University establishes this policy to govern the handling of found, unclaimed, and abandoned property in accordance with applicable law and CSU systemwide policy ([Disposition of Lost, Unclaimed or Abandoned Property](#))

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 is property in the possession of the University for which the owner has not been identified or has not claimed the property within the required time period.

Abandoned property is property to which the owner has relinquished possession and for which no claim of ownership is made.

~~**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. ~~This policy is governed by and shall be implemented in accordance with applicable California law and the California State University (CSU) systemwide policy on Disposition of Lost, Unclaimed, or Abandoned Property, which is hereby incorporated by reference. In the event of any conflict, CSU policy and applicable law control. The care, restitution, sale, or destruction of found, unclaimed, or abandoned property that comes into the possession of the University in the State of California and CSU Policy. The requirements of this policy is foundationally defined by state law and related policy of the CSU:~~
 - A. ~~Title 5, Sections 42375 and 42376 of the California Code of Regulations~~
 - B. ~~Section 2080.8 of the California Civil Code~~
 - C. ~~Section 3250.1 of the Integrated California State University Administrative Manual~~
- II. 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 (UPD) for storage, documentation, safekeeping, and reasonable attempts to identify and contact the property's owner.
- III. ~~Property shall be held for the required holding period (currently at least three months) before any final disposition, including retention for University use, may occur. Such property shall be held by the University Police Department for a period of at least three (3) months. After this period, if the university determines that the property, except unclaimed cash, is needed for a public purpose, the university may take possession of the property. 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.~~
- IV. ~~The University may retain property for institutional use when permitted by law and CSU policy. Where disposition by public sale or other authorized means is required, UPD shall coordinate such processes. The specific methods and procedures for sale or disposal, including the use of online auction platforms where appropriate, shall be established in campus procedures. The campus may dispose of any property upon which no bid is made at any sale.~~

- V. UPD may, as a service to the campus community, accept certain categories of lower-value or sensitive items (e.g., identification documents, wallets, serialized electronics, bicycles) for safekeeping and return to owners. The categories of items accepted, and any exclusions based on safety, health, or operational considerations, shall be defined in campus procedures. Auction proceeds and interest earnings shall be used for scholarships and loans to students enrolled at Cal Poly Humboldt.
- VI. Items valued under \$300 may be donated to another public institution or not-for-profit organization or otherwise disposed. If the university determines that any property—excluding unclaimed cash—is needed for a public purpose, the university may take possession of the property once it has been properly logged with the University Police Department. Items that are unsafe, hazardous, perishable, or otherwise unsuitable for storage may be refused or disposed of in accordance with campus procedures and applicable law. 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.
- VII. Employees who encounter found, unclaimed, or abandoned property in the course of their employment shall not appropriate such property for personal use and must comply with University procedures for reporting and submitting such items. Off-duty employees may participate in public sales conducted in accordance with applicable requirements. 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.
- VIII. 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; and electronic storage media (e.g., flash drives).
- IX. 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; 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