

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Disposition of Lost or Abandoned Personal Property
FPU Policy Number: FPU- 8.0042P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: September 29, 2014
Date Revised:
Responsible Division/Department: Department of Public Safety & Police
Initiating Authority: Chief Bill Hope, Department of Public Safety & Police

A. APPLICABILITY/ACCOUNTABILITY: This Policy shall apply to the entire University community and complies with the requirements of Florida Statutes §705.18.

B. POLICY STATEMENT: The disposition of personal property lost or abandoned on University property is managed by the University Department of Public Safety & Police. The Department of Public Safety & Police shall dispose of or make use of the property in accordance with established policies and procedures that best meet the needs of the University and its students.

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

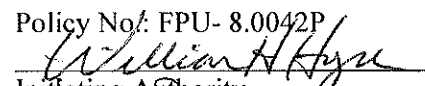
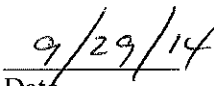

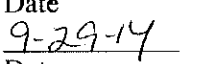
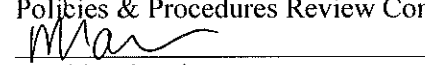

D. PROCEDURES:

1. Charge of lost or abandoned property. Whenever any lost or abandoned personal property is found at the University, the individual finding the property shall notify the Department of Public Safety & Police by calling 863-874-8888 (#8888) and follow the prompts to Security. The Department of Public Safety & Police shall take charge of the property and make a record of the date such property was found.
2. Reclaiming lost or abandoned property. 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 by the Department of Public Safety & Police to the owner subject to any applicable liens, fees, fines, and reasonable costs for transporting or storing the property.
3. Disposal or sale of lost or abandoned property. If the property is not claimed by the owner within 30 days after the date it was found, or a longer period of time as may be deemed appropriate by the University President/designee, the Department of Public Safety & Police may dispose of, sell, or make use of the property in accordance with established University policies and procedures.

4. Abandoned media storage devices. If the lost or abandoned property is a media storage device, and the property has not been claimed by the owner within thirty (30) days of being found, the Department of Public Safety & Police will inform Information Technology Security (IT Security). IT Security will clear the device and then turn the device over to the University Department of Public Safety and Police where it will be held until disposition.
5. Disposal of unclaimed property. The following methods may be considered for the disposal of unclaimed property:
 - a. Selling or donating the property to any private nonprofit agency or other government agency;
 - b. Selling the property through a sale or auction open to the public (may be done online);
 - c. Scrapping or repurposing of the property; or
 - d. Using the property for University purposes

If the property is not sold, purchased at auction, or retained for University use, the Department of Public Safety & Police shall donate it to a private nonprofit agency or government agency or discard it.

6. Proceeds from the sale of lost or abandoned property. Net proceeds from the sale of lost or abandoned personal property will be deposited into an account to fund student book loans.

POLICY APPROVAL	
Policy No.: FPU- 8.0042P	
 _____ Initiating Authority	 _____ Date
 _____ Policies & Procedures Review Committee Chair	 _____ Date
 _____ President/Designee	 _____ Date
Approved by FPU BOT, if required	_____ Date