

PURPOSE AND
INTRODUCTION

This document was written to ensure compliance with the laws of the State of Texas concerning the identification and disposition of lost and found property while under control of the Brazosport College Police Department (BCPD).

DEFINITIONS

Abandoned or Unclaimed Property: Personal Property is considered abandoned or unclaimed if the identity or the valid address of the owner cannot be determined from the information available to the holder of the property.

Lost and Found: The items of property that are not owned by Brazosport College, where the rightful and lawful owner is also not known or the owner has yet to be determined.

GENERAL
GUIDELINES

Lost and found property handling will be governed by Texas Education Code, Section 51.213 and by the Brazosport College Police Department policies, as set forth by the Chief of Police.

The Chief of Police in the Brazosport College Police Department is responsible for the proper handling of lost and found personal property. This includes the identification, recognition, notification, reporting, transfer, and disposal functions for all property where the owner of the property is not known or has yet to be identified. Sufficient detailed accounting records shall be maintained by the Chief of Police in accordance with Texas Education Code, Section 51.213.

The following procedures will be in compliance with Brazosport College Board of Regents Policy Equipment and Supplies Management – Disposal of Property CIB (Legal) and CIB (Local).

REPORTING AND
DELIVERY

The Brazosport Police Department shall serve as the central repository and storage of all personal property turned in as lost and found at Brazosport College. Types of lost and found property that will or will not be accepted and maintained will be governed by the Brazosport College Police Department's Chief of Police.

Items of property that WILL NOT be accepted are identified as follows, but not limited to:

- Brazosport College Student Identification Cards.
 - These will be turned over to Brazosport College Library Staff.

- Clothing and clothing items with no identifiable owner, if there are sanitary risks.
- Items collected by other Brazosport College Campus departments as a part of doing routine business when the rightful owner of the property is known by that department.
- Items collected by other Brazosport College Campus departments considered to have no intrinsic value, where there is no practical way of determining the owner such as:
 - Non-Brazosport College keys with no identifiable markings
 - Pens and pencils
 - Food, drink containers
 - Any item considered perishable
 - Any item that presents a sanitation risk (soiled)
 - And item considered too large to store and other items of this general nature).
- Bicycles secured to bike racks that have been left for extended periods of time and in obvious disrepair (abandoned bikes).
- Food or food products.

Items of property that WILL be accepted are identified as follows, but not limited to:

- Books, notebooks, paperwork and planners with identifiable owner information only.
 - If no owner information is found, the item is not to be accepted.
- Eyewear
- Cell phones
- Textbooks
- Keys
- Jewelry
- Clothing and clothing items if there are no sanitary risks
- Wallets and purses
- Currency
- Driver's license, state identification cards, and passports
- Backpacks (after all perishable and soiled items have been removed)
- Electronic equipment
- Flash Drives
- Umbrellas

EQUIPMENT AND SUPPLIES MANAGEMENT
LOST AND FOUND PROCEDURES

CIB-R
(LOCAL)

- Any kind of item that can be identified to a specific individual
- Any other item with an estimated worth of over \$20 as long as it does not fit into one of the non-accepted categories listed above.

All lost and found property remaining in the possession of the Brazosport College Police Department for a period of sixty (60) consecutive days without claim of ownership by the lawful owner may be disposed of by the Brazosport Police Department's Chief of Police in accordance with guidelines set forth by Texas Education Code, Section 51.213 and Brazosport College Board of Regents Policy CIB (Local).

LOCATING AND
RECOVERING
LOST PROPERTY

Individuals that have lost or misplaced an item on the Brazosport College campus are encouraged to report the loss to the Brazosport College Police Department.

If the item is located the Brazosport College Police Department will make arrangements with the owner for its return.