
	<u>SUBJECT</u> FOUND PROPERTY		<u>NUMBER</u> 402/25
	EFFECTIVE DATE: 08-25-09	AMENDS: 01-20-09	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA Chpt. 84 / IACLEA Chpt. 84 TPCFA Chpt. 12 Texas Education Code § 51.213 609/05 Crimestar Found Property Entry Procedures	

FOUNDATIONS:

TEXAS EDUCATION CODE: § 51.213 ABANDONED PERSONAL PROPERTY


C.2.7.3 (Procedure) Disposal of College District Property

- .10 All property (excluding monies) which may be found or for any reason taken by an Officer or employee of the Department shall be promptly turned over to the Property Custodian and duly tagged and reported. It is the responsibility of each and every Officer or employee to see that such property found or taken possession of by any Officer or employee of the Department is turned in without delay to the Property Custodian and is tagged and a report made by obtaining a CrimeStar incident number through the Communications Division and entering the property into the Property/Evidence module of CrimeStar.
- .11 All monies which may be found or for any reason taken by an Officer or employee of the Department shall be promptly turned over to the Criminal Investigations Division and duly tagged and reported. It is the responsibility of each and every Officer or employee to see that such money found or taken possession of by any Officer or employee of the Department is turned in without delay to the Criminal Investigations Division and is tagged and a report made by obtaining a CrimeStar incident number through the Communications Division and entering the property into the Property/Evidence module of CrimeStar.
- .12 It is the responsibility of the Criminal Investigations Division to see that such money found or taken possession of by any Officer or employee of the Department that is not

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evidence is turned in without delay to the Finance Office at 811 W. Houston Street, to be deposited into the designated account, and a report made.

- .20 All property which is recovered shall have a tag attached to it or the container it is placed into that is marked with the respective Officer's or employee's first, middle and last initial, employee number, incident number and date. The Officer's or employee's CrimeStar entry will give a complete description of the property along with a description of the Officer's/employee's markings made in the comments section of the CrimeStar Property/Evidence module. Property will not be marked directly in any way that could devalue the property.
- .30 In every case where property is received, recovered or seized from another person, the receiving Officer or employee will prepare [an Evidence / Property Receipt and Retention form \(Property Receipt\)](#) listing those items and give a copy to that person.
- .31 The distribution of the various copies of the Property Receipt are as follows:
- A. The original will be attached to the item(s) being placed into the property locker.
 - B. A copy will be given to the person from whom the property was received.
 - C. A copy will be attached to the Officer's or employee's report of the incident.
- .40 **DEFINITIONS AND CLASSIFICATIONS**
- A. The term "property" is used to refer to personal property and found property as defined below.


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B. Property is classified into one of the following categories.

1. Personal property consists of items other than evidence, recovered property or personal property which can be identified as belonging to an individual or organization, and cannot be classified as Evidence, Narcotics, Recovered Property, or Found Property. Personal property is released to the owner by the Property Custodian.
2. Found property consists of property which has been located by the officer or some citizen and appears to have been lost or abandoned.

.50 PROPERTY ROOM:

- A. A police Property Room will be maintained on each campus in the Alamo Colleges Police office.
- B. Normally, the Property Room has personnel on duty five days a week, from 0800 to 1700 hours. During those hours the Property Room must be closed, a chain of custody of property must be maintained until released to the Property Custodian.
- C. Any changes in custody of property after its acquisition by an officer will be recorded in the chain of custody section of the Property Receipt.
- D. Each person concerned with the handling or processing of property is responsible for signing for the property to maintain the chain of custody.

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.51 PROPERTY ENTRY INTO CRIMESTAR EVIDENCE / PROPERTY MODULE:


- A. All Personal or Found Property taken into custody by a member of the Alamo Colleges Police Department will be entered into the Evidence / Property module of Crimestar by a member of the Clerical Division who takes possession of the item and tagged with a Crimestar generated tag.

.52 RELEASING PROPERTY TO THE OWNER:

- A. Property may be released by an officer to the owner or his representative at the scene of recovery under the following circumstances:
 1. The property was recovered by the owner or his representative.
 2. The Property consists of any perishable food or commodity.
- B. In the above circumstances the officer fills out a Property Receipt and has the owner or the owner's agent sign for the property.

.53 RELEASE OF PROPERTY FROM THE PROPERTY ROOM:

- A. Only the Property Custodian or assistant are authorized to handle property after it has been placed in the Property Room.
- B. The Property Custodian and assistant are authorized to release property to the owner or one legally authorized by the owner to receive it.

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- C. Property Custodian and assistant are authorized to release personal property to the owner.

.60 UNCLAIMED FOUND PROPERTY:

- A. Found property unclaimed by the owner within ninety days (90) days will be considered abandoned or unclaimed and turned over to the Director of Materiel Management and Procurement for disposition.
- B. Such property is considered abandoned only after the property Custodian has made a diligent effort to determine the identity of the owner of the property.
- C. A receipt for all property turned over to the Materiel Management Officer will be obtained.