RECOVERED, MISSING, OR STOLEN PROPERTY **POLICY**

Implementation Date: 11/1/99 Revised: 04/11/00

Definition

It is the policy of California State University San Marcos that the University Police Department shall be responsible for receiving all personal property determined to be lost when such property is discovered on campus owned or leased facilities. All found property received by University Police, with the exception of cash, credit cards and valuable jewelry, will be transferred to the Materials Management/Central Stores Property Clerk for storage and safe keeping until claimed or otherwise disposed of pursuant to law and campus policy. Cash, credit cards and valuable jewelry received by University Police shall be retained for safe keeping until claimed or otherwise disposed of pursuant to law and campus policy. Stolen property recovered by University Police shall be maintained pursuant to state law.

Authority

California Penal Code, Section 1413. State Administrative Manual, sections 8600, 8620, and 8643. Current CSUSM Property Accounting policy and procedures.

Scope

This policy applies to all members of the campus community and general public.

Alexander Gonzalez, President — Approval Date: 4/24/00