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September 2, 2009

**DA 720.06**

**CHIEF OF POLICE JAMES HERREN, UCLA POLICE**

**Delegation of Authority – Policy on Found and Unclaimed Property**

- References:**
- (a) University Policy on Found and Unclaimed Property (content the same as UC DA 0415);
  - (b) UC DA 0415 (Policy on Found and Unclaimed Property) to Chancellors, dated 7/2/1973;
  - (c) California Civil Code, Section 2080.8.

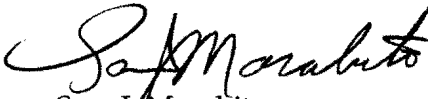
**Supersedes:** UCLA DA 720.04 (Policy on Found and Unclaimed Property) to Chief Ross, dated 9/22/2008.

I hereby redelegate to you, in your area of responsibility, the authority to dispose of found and unclaimed property in accordance with Section 2080.8 of the California Civil Code and the University Policy on Found and Unclaimed Property.

The care and disposition of found and unclaimed property in possession of the University is to be implemented in compliance with University policy as follows:

1. Property shall be held for at least three (3) months by UCLA Police on site, or at a designated satellite center;
2. Thereafter, all property, except cash or negotiable property, shall be offered for sale at public auction to the highest bidder;
3. Notice of such sale shall be published at least once, five days in advance of the sale, in a newspaper of general circulation in the county where the property is held;
4. Property neither bid for at a sale, nor offered for sale, and the proceeds from any sale, shall be disposed of through established University channels;
5. Unclaimed cash and negotiable property may be returned to the finder after the expiration of the three-month period unless the property has been found by a University employee in the course of his or her employment.

This delegation is being reissued due to an organization change and there are no substantive changes to the delegation being superseded. This authority may not be further redelegated.

  
Sam J. Morabito  
Administrative Vice Chancellor

cc: Chancellor  
Executive Vice Chancellor & Provost  
General Counsel & Vice President, Legal Affairs  
Universitywide Policy Coordinator  
Manager Administrative Policies & Delegations