

Northwest Missouri State University

Policy and Procedures Manual

Chapter Campus Safety

Section Recovered Property

I. Purpose

The Campus Safety Department has established guidelines for the collection, identification, processing, and disposal of property placed in the custody of Campus Safety.

II. Policy

Recovered Property is defined as: property which has been, lost or abandoned and is neither believed to be connected with nor constitute part of any known or suspected criminal offense.

When Campus Safety personnel recover property, the initiating Officer will transport the property to the Campus Safety Department. After appropriate receipts are written and the property is properly tagged, it will be stored.

Abandoned Vehicles (mopeds, boats, cars, etc.) The Director of Campus Safety will make the final determination on whether a vehicle is classified as abandoned. The Department will contact Maryville Public Safety and the Department of Motor Vehicle Registration in the appropriate state to confirm legal ownership of the vehicle. The Department will attempt to notify the registered owner via registered/certified mail that their vehicle has been classified as abandoned.

Person(s) claiming ownership must provide proper identification and proof of ownership. Proof of ownership should include an accurate description of the recovered property by make, model, color, accessories, and serial numbers as each apply. Owners of lost items may claim items at the Campus Safety Office, Monday through Friday, 9:00AM – 3:00PM.

The Department of Campus Safety will store the recovered property up to 90 days, during which time attempts will be made to locate the owner(s) of the property.

After recovered property has been stored, the property may be transferred to University ownership.