

Abandoned Property Policy

University Operations – Facilities

CWU Policy 201-12

Effective: October 4, 2017

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: University Policy and Public Safety

Policy Statement:

Applicability:

Content:

Policy

Appendix A – Abandoned Property Procedure

- (1) This policy applies to the identification, tagging, removal, storage and disposal of abandoned personal property on the Ellensburg campus of Central Washington University (CWU).
- (2) The policy governs the process whereby University Police, Facilities Management and University Housing will manage abandoned personal property on university property, in structures and buildings, including those areas occupied by businesses, general retail or other services in order to maintain the campus accessibility and appearance, deter crime and assist in providing for the security and safety of individuals and property of the university community.
- (3) The Senior Vice President for Finance and Administration through the chief of police or other designee is responsible for this policy and the relevant procedure, Appendix A.

History:

Responsibility: Vice President Operations; Authority: Cabinet/PAC; Reviewed/ Endorsed by: Cabinet/UPAC;

Review/Effective Date: 10/04/17; Approved by: James L. Gaudino, President

Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-50-120, June 2025

Attached Procedure CWUR 7-80-030 as Appendix A, June 2025

Appendix A - Abandoned Property Procedure

(1) As the campus has grown, the number of bicycles and other items of personal property have increased – both those being used for transportation and those discarded when their owners leave CWU. Not only does abandoned property represent an eyesore, but they take up valuable bicycle parking spaces, may present tripping hazards, and most importantly tempt illegal activities. Students, staff and faculty who no longer want their bicycles are encouraged to remove them from campus property.

(2) The CWU Police Department, Facilities Management Department Transportation Services and University Housing Maintenance Services are authorized to impound abandoned property according to the following procedures.

(3) Removal or Impounding of Bicycles.

A. The CWU Police Department and FMD Transportation Services are authorized to move, relocate, immobilize or impound any bicycle which appears to be abandoned as evidenced by signs of disuse or neglect.

1. Effort shall be made through the University Police and Parking Services or other University departments to identify the owner of the abandoned property.
 - a. If possible CWU Police will attempt to identify the owners of possibly abandoned bicycles through the bicycle registration records. If the owner's e-mail address can be found and is still valid, a message is sent to notify that person that the bicycle is subject to impound, just as the paper warning notices do. When a bicycle is impounded, procedures are followed to determine if the bicycle has been reported stolen.
2. Warning notices are affixed to the bicycles in advance of their impoundment.
 - a. Such warning notice will be readily visible, identifiable and in place for seven (7) calendar days before any attempt to remove the property will be initiated.
3. Removal of Property
 - a. Should the bicycle remain in place after the expiration of the seven (7) calendar day period, the University will cut any locks and remove the bicycle to an impound facility for storage.
 - b. The University shall not be responsible for replacing locks damaged or destroyed in this operation.
4. Abandoned bicycles will go to an impound yard for 60 days. During this time, the property owner may identify and reclaim their property without charge. After the waiting period expires, the bicycles will go to public auction through CWU Surplus Property Sales.

(4) Removal or Impounding of Personal Property.

- A. The CWU Police Department, FMD Transportation Services and University Housing Maintenance services are authorized to move, relocate or impound any personal property such as furniture and appliances which appears to be abandoned as evidenced by signs of disuse or neglect.
1. Effort shall be made through the University Police and Parking Services or other University departments to identify the owner of the abandoned property.
 - a. If possible CWU will attempt to identify the owners of possibly abandoned property through housing occupancy or other records. If the owner's e-mail address can be found and is still valid, a message is sent to notify that person that the property is subject to impound, just as the paper warning notices do. When property is impounded, procedures are followed.
 2. Warning notices are affixed to the property in advance of its impoundment.
 - a. Such warning notice will be readily visible, identifiable and in place for 48 hours before any attempt to remove the property will be initiated.
 3. Property creating hazardous or unsafe condition.
 - a. Nothing in this procedure shall restrict the university from impounding or removing property without affixing the warning notice if the abandoned property creates an unsafe or hazardous condition.
 4. Removal of Property
 - a. Should the property remain in place after the expiration of the 48 hour period, the University will remove the property to an impound facility for storage.
 - b. The University shall not be responsible for replacing property damaged or destroyed in this operation.
 5. Abandoned property will go to an impound yard for 60 days. During this time, the property owner may identify and reclaim their property without charge. After the waiting period expires, the property will go through acceptable material disposal processes or to public auction through CWU Surplus Property Sales as warranted.