

Glendale Community College District

6560

Administrative Regulation

Disposition of Found Money and Goods

The care, restitution, sale or destruction of personal property found is delegated to the GCC Police or designee in accordance with Section 2080 of the California Civil Code.

A. Care of Money or Goods

1. Items of money or goods, which are found on campus and are turned in by an individual referred to as the “finder”, will be maintained in the college Lost and Found Department.
2. Items will be logged in to include the date when the item was delivered to the Lost and Found Department and, whenever possible, the identity of the finder.

B. Restitution

1. Items of found money or goods will be returned to the rightful owner upon establishment of proof of ownership.
2. Items of found money goods not returned to the rightful owner within ninety days may be returned to the finder at his or her request, except for items found by an employee of the college in the course of their employment.

C. Public Auction or Sale of Items

1. Items turned into the Lost and Found Department will be held for a period of at least ninety days before any disposition is attempted.
2. Upon expiration of a ninety day holding period, unclaimed items, except for money items, will be sold at a public auction to the highest bidder or sale. The format and conduct of the auction or sale shall be the responsibility of the GCC Police Department. Notification of the time and place of the auction must be posted in at least three public places in the district for not less than two weeks or shall be made at least once a week for a period of not less than two weeks prior to the auction in a regularly published college publication (i.e. EL Vaquero, Chaparral) and in writing to the Associated Students, not less than two weeks prior to the auction.
3. The proceeds from public auction or sale at which items from the Lost

and Found are sold and all money items will be incorporated in the Charles Lazarretto Scholarship fund.

4. Results of the auction, with breakdown of items auctioned and funds received, shall be made to the Administrative Affairs Committee at their next regularly scheduled meeting following the date of auction.

D. Destruction of Items

1. Items not sold through public auction or sale may be destroyed or otherwise disposed of as determined by the GCC Police Department.

Reference:

California Civil Code Section 2080

Adopted: 10/21/87

Revised: 3/22/99, 07/13/10