

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>FSS-002</b>
	Subject <b>Unclaimed Property, Disposition of</b>	
	Special Instructions <b>Replaces LOG-002 dated December 6, 2012</b>	Effective Date <b>March 1, 2015</b>

**I. PURPOSE**

Establish guidelines for the disposition of unclaimed property in the possession of the Department other than property held as evidence or seized by search warrant.

**II. POLICY**

Unclaimed property remaining in the possession of the Department for a period of six (6) months shall be delivered to the Field Support Services (FSS) Section of Logistics to be sold at public auction pursuant to IC 10-11-5-3.

**III. PROCEDURE**

A. The following procedure shall govern the disposition of unclaimed money, goods, or other property that has been stolen, lost, or abandoned, and which has come into the possession of any employee of the Department by virtue of the employee's duties. This procedure shall not affect the disposition of property being held as evidence, property seized upon a search warrant, or any other property for which the custody and disposition of is otherwise provided for by law.

B. Unclaimed property, as described above, shall be delivered by the recovering or transporting employee to the appropriate property officer according to Department property submission procedures. It shall be the responsibility of the property officer to keep said property stored in a secure place until the investigating officer gives appropriate disposition notice, as indicated on the Evidence Status Inquiry (Stock #436).

C. If such property remains unclaimed for a period of six (6) months and the owner thereof is unknown, it shall be delivered, subject to the order of the Assistant Chief of Staff (AC/S) Logistics, to a general headquarters central storage area for public auction. Upon delivery to the storage area the property officer shall be relieved of further responsibility for said property and it shall become the responsibility of the FSS Commander to dispose of said property in accordance with the law.

D. All computers and other digital media not owned by the State shall be forwarded to the Cyber Crimes Unit of the Indiana State Police for sanitizing.

E. Property delivered to the FFS shall be reconciled with the property record and processed for proper disposition. If such property is money, it shall be counted to confirm that the amount listed is correct. If the money is rare or worth more than its face value, it is to be secured in a locked box and placed in a safe for the next auction. All other money shall be forwarded to the Fiscal Section for deposit with the Indiana

Attorney General. Other small items of value shall be stored in a safe or locked cabinet. All other items shall be stored in a secure area separate from other inventory.

F. It shall be the responsibility of the AC/S Logistics to periodically transfer all applicable surplus items to the Indiana Department of Administration (IDOA) to be included in a State Auction conducted by IDOA. FSS shall ensure and retain proper accounting and auditing records of all items transferred to the IDOA.

G. Unclaimed property which is of a perishable nature, which by retaining may deteriorate greatly, or any property in which the expense of retaining it is likely to exceed the value thereof, shall be delivered immediately to the FFS Commander for transfer to the IDOA upon approval of the Superintendent or a designee. FSS shall ensure and retain proper accounting and auditing records of all items transferred to the IDOA.

H. Firearms shall be disposed of in compliance with LAB-004.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.