



Policy 1136: Unclaimed Personal Property

Responsible Office:

Office of Parking and Transportation

Procedures:

Procedures for Impounded Bicycles

Related Law & Policy:

Unclaimed Personal Property Regulation (8 VAC 35-80)
Virginia Code § 23-4.2

I. Scope

This policy applies to all George Mason University faculty, staff, students, university contractors, and the general public.

II. Policy Statement

This policy governs the care, restitution, sale, destruction or disposal of unclaimed personal property, whether lost or abandoned, in the possession of the University in compliance with University Regulation and the Code of Virginia.

A. Tangible Personal Property Other than Motor Vehicles

1. The University, upon receipt of lost property, shall make reasonable efforts to give notice to any person the University determines reasonably appears to be the owner.
2. The property shall be held by the University for a period of at least 120 days.
3. The University shall allow a claim of ownership upon satisfactory proof of it and payment of reasonable charges for storage or other services necessary to preserve the property.

4. After the 120-day period, the University may sell the property to the highest bidder at public auction or by sealed bid at whatever location the University reasonably determines affords the most favorable market for the property. The University may decline the highest bid and reoffer the property for sale if it considers the price bid insufficient. The net proceeds of any sale hereunder shall be held for a period of ninety days and if no claim is made thereon within that time, such funds shall be credited to the University's operating fund.

5. If the University determines that the probable cost of sale of property will exceed the sale proceeds, the property is inherently dangerous, or the property may not lawfully be sold or used, the University may provide for any such property, as appropriate under the circumstances, to be destroyed or discarded at an appropriate location, retained for use by the University, or donated to an appropriate charitable organization.

6. Any sale held hereunder shall be preceded by reasonable notice thereof, considering the type and value of property. Such notice shall include (as a minimum) the posting on a student bulletin board and publication in the student newspaper *The Fourth Estate*. The University, by the same time, shall mail notice of the sale to the last known address of any person the institution determines reasonably appears to be the owner.

B. Motor Vehicles

Motor vehicles abandoned on University property shall be disposed of according to ordinance adopted pursuant to Chapter 12 of Title 46.2 by the city, town, or county in which the University property is located. Notwithstanding any provisions of Chapter 12 of Title 46.2, the proceeds of any sale of a motor vehicle abandoned and unclaimed on University property shall be credited to the University's operating fund after the ninety-day holding period.

C. Intangible Personal Property

Whenever any intangible personal property is believed to be abandoned or unclaimed on University property, it shall be administered as provided in Article 4 (§ [55-210.12](#) et seq.) of Chapter 11.1 of Title 55.

III. Definitions

- A. "Unclaimed personal property" refers to personal property, whether lost or abandoned, in the possession of the University.
- B. "Intangible property" includes, by way of illustration, (i) moneys, checks, drafts, deposits, interest, dividend income; (ii) credits, customer overpayments, gift certificates, security deposits, refunds, unpaid wages, and unidentified remittances; (iii) stocks and other intangible ownership interests in business associations; (iv) moneys deposited to redeem stocks, bonds, coupons, and other securities, or to make distributions; (v) amounts due and payable under the terms of insurance policies; and (vi) amounts distributable from a trust or custodial fund established under a plan to provide any health, welfare, pension, vacation,

severance, retirement, death, stock purchase, profit sharing, employee savings, supplemental unemployment insurance or similar benefit.

IV. Dates:

A. Effective Date:

This policy will become effective upon the date of approval by the Senior Vice President for Administration and Finance and Provost.

B. Date of Most Recent Review:

N/A.

V. Timetable for Review

This policy, and any related procedures, shall be reviewed every three years or more frequently as needed.

VI. Signatures

Approved:

_____/S/_____
Jennifer (J.J.) Wagner Davis
Senior Vice President for
Administration and Finance

__4/27/15____
Date

Approved:

_____/S/_____
S. David Wu
Provost and Executive Vice President

__4/27/15____
Date

Procedures for Impounded Bicycles



A. Bicycle Parking, Where Prohibited

Bicycles shall be left, parked, or stored on University property only in areas specifically designated by the presence of racks or other devices designed for bicycle parking or when designated by the posting of signs indicating the space as a "Bicycle Parking Area." Bicycles shall not be parked or stored in the following locations and are subject to warning, citation, and impoundment:

1. Normal entrance to or exit from any building on the University. This includes hallways, corridors, exits, stairwells, or any area designed and constructed to provide safe passage for building occupants in both normal circulation and emergency exiting from the building.
2. Vehicular or pedestrian passageways on any street, highway, parking lot, parking space, parking lot access, walkway, footpath, building exit, stairwell or sidewalk.
3. In such a condition or location as to be considered abandoned. It may be sold at auction if not claimed within 120 days.
4. Access ramps that interfere with or impede the normal movement of wheelchairs, such as a railing installed for the purpose of assisting the movement of disabled persons.
5. Areas where signs are posted indicating that bicycle parking is prohibited. Such signs will bear the legend "NO BICYCLE PARKING".
6. On any lawn or landscaped area except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the areas as bicycle parking areas. Bicycles parked in designated parking zones may not extend into landscaped areas. (Bicycles may not be parked in any way so as to interfere with the maintenance of landscaped or lawn areas.)
7. Any handrail, tree, shrubbery, door, sign post, telephone pole, lamp post, or other object not maintained or designated for the purpose of securing bicycles.
8. Within six feet of an entrance or exit unless a bicycle rack or parking device or marked bicycle spaces are provided within that distance.
9. Shuttle shelters.
10. On any building access or egress ramp.

B. Authority to Remove or Impound Bicycles

University employees authorized by a University Police Officer or the Parking and Transportation Department may remove the securing mechanism using whatever reasonable means are necessary to impound any bicycle which is:

1. Blocking or otherwise impeding normal entrance to or exit from any building on the University.
2. Blocking or otherwise impeding traffic on any street, highway, parking lot access, roadway, path, or sidewalk.
3. Found in violation of Section A above.
4. Employees so authorized to remove and impound a bicycle in this manner and the University shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of repair or replacement of such securing device.

C. Retrieving an Impounded Bicycle

1. To check if a bike has been impounded, call Parking and Transportation at 703-993-2828 (they keep track of impounded bicycles and will need to know where your bike was last parked, and the best description of the bike you can provide).
2. Bikes will only be released after signature of an impound release form.
3. If your bike was not impounded by Parking and Transportation, call University Police at 703-993-2810 to report it stolen.

D. Bicycle Impound Fee

1. Any bicycle impounded pursuant to any section in this chapter shall be stored in a secure facility designated for such purpose by Parking and Transportation.
2. A \$10 fee shall be charged to the owner prior to the release of any impounded bicycle.
3. Fees collected pursuant to this section shall be retained to support programs related to bicycle safety, bicycle parking, the security of bicycles, or the enforcement of those laws and regulations relating to bicycles or reasonably related matters.
4. Bicycles that are impounded for the first time and are not registered, have the option of completing the registration instead of paying the impound fee.

E. Bicycle Impound Review

This section will allow for a review procedure at the administrative level. All appeals related to unlicensed bikes will be denied. After 120 days, unclaimed bicycles may be sold at auction.

F. Voluntary Registration of Bicycles on Campus

1. All bicycles used, stored, parked, or operated on the University are encouraged to be licensed with a valid Mason bicycle registration sticker. Bicycles may be registered at the Transportation Office at Fairfax, and the parking services office at PWC and Arlington.
2. For each new bicycle license and registration certificate:
 - a) The bicycle registration sticker shall be displayed below the bicycle seat on the bicycle frame facing forward consistent with the guidelines outlined in the Virginia Vehicle Code.
 - b) Removal, defacement, or alteration of the tag is not allowed. Upon change of ownership, or destruction of a licensed bicycle, the owner shall notify Parking and Transportation within ten working days, excluding campus holidays.
3. Registered bicycles that have been impounded for the first time do not need to pay the impound fee.

G. Report Theft

1. If your bike is missing, first call Parking and Transportation to make sure it hasn't been impounded. If it has been stolen, Parking and Transportation will give you your serial number to report to University Police, if stolen on campus. If stolen off-campus you may call:

Police Department:	Phone:
Fairfax County Police Department	703-691-2131
Fairfax City Police Department	703-385-7924
Prince William County Police Department	703-792-6500
Manassas City Police Department	703-257-8000
Arlington City Police Department	703-558-2222