



Administrative Regulations

Number AR8-21
Issue 1

Subject: Unclaimed Property for Internal City Use.

I. PURPOSE

The purpose of this Administrative Regulation is to establish the general guidelines for unclaimed property for internal City use" in conjunction with Municipal Code 2.78.

II. SCOPE

This Administrative Regulation applies to all City departments and offices directly responsible to the City Manager. In the interests of uniformity, it is requested that elected officials and other independent departments and commissions comply with the policy and procedures delineated in this Administrative Regulation.

III. DEFINITION

Pursuant to Municipal Code 2.78, unclaimed property shall refer to "personal property" which (1) has come into the possession of the Long Beach Police Department, (2) has remained unclaimed in the possession of the Long Beach Police Department for three months, and (3) has been released for sale.

Unclaimed property excluded under this Administrative Regulation shall include all types of weapons or arms, burglar's tools, liquor, and drugs, as well as those items designated by the Long Beach Police Department to be destroyed.

Additionally, unclaimed property confiscated as a result of a drug asset seizure shall likewise be excluded if the Long Beach Police Department opts to use such unclaimed property for drug-related undercover investigations.

IV POLICIES

Internal City use of unclaimed property shall be governed by the following policies:

1. **Notification.** All City departments shall receive two-week prior notice from General Services Department, Property Sales Division, itemizing its existing inventory of unclaimed personal property deemed allowable for internal City use before issuance of a public notice indicating sale of such items at public auction.

City departments shall be allowed to inspect the unclaimed property deemed allowable for internal City use upon receipt of notice.

2. **Prioritization of Requests.** Requests for specific unclaimed property shall be prioritized based on following criteria:

First: Statement, signed by Department Head, attesting that requested unclaimed property shall be used to supplant existing budgeted expenses resulting in a cost savings to City.

Second: Statement, signed by Department Head, attesting that requested unclaimed property was a previously disapproved Budget Enhancement Request.

Third: Statement, signed by Department Head, attesting that requested unclaimed property is needed to ensure effective operations of Department.

Said statements must be submitted to the Director of General Services. If more than one request for the same item(s) is received, the first valid request received, based on above-listed criteria, shall be honored.

3. **Authorization of Transfer.** Transfer of unclaimed property to City departments shall require authorization by the Director of General Services, or his/her designee, prior to transfer.

4. **Record of Distribution.** The General Services Department shall be responsible for tracking all unclaimed property which has been transferred to other City Departments for internal City use. An annual report shall be issued to the City Manager listing the transferred items.

5. **Fixed Assets.** If the transferred item(s) meet the City's definition of a fixed asset, the General Services Department shall prepare the necessary documents to add the item(s) to the City's Fixed Asset System reflecting its location in the receiving City department.