
Title: **Abandoned Property on WRD Lands**

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WRD-A-001

Effective Date:

Revision Date:

Authority:

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Director, WRD

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Purpose:

This policy establishes procedures to be followed by all Wildlife Resources Division (WRD) personnel in documenting and safeguarding personal property, items or equipment found unattended and presumptively abandoned on WRD managed property. This policy does not apply to abandoned motor vehicles or vessels.

Policy:

1. An Abandoned Property Log is maintained in all region and program offices. Property should be tagged with a number corresponding to its entry on the Abandoned Property Log. Number format is a 2-digit year followed by a 3-digit sequential number “YR-XXX” (e.g., 18-001).
2. WRD personnel finding property should notify their immediate supervisor within 24 hours of discovery. Reasonable effort should be made to securely store the property within 72 hours of discovery.
3. Abandoned property should be stored in a secure location in each region or program office that is preferably only accessible by the Region Supervisor, Program Manager or the Administrative Operations Coordinator. Large items or equipment that cannot be reasonably stored in or on site at a region/program office should be stored at another secure WRD property at the discretion of the Region Supervisor/Program Manager.
4. WRD personnel should make a good faith, reasonable effort to locate the owner of the property and mutually arrange for return of property. For purposes of this policy, this means an honest and diligent attempt to identify the owner of the property which should begin within 48 hours of discovery of the property; and further, if the owner is identified, to attempt to make contact with them within 24 hours of the identification. If the initial attempt at making contact with the owner is not successful, personnel should attempt to make contact at least two more times to make arrangements for return of the property. All successful communications and/or attempts to contact the owner should be documented on the Abandoned Property Log or on an attachment thereto, including the date/time and a brief description of the communication.

5. All abandoned firearms should be surrendered, within 72 hours, to DNR Law Enforcement Division (LED) to be checked on GCIC and stored in LED's locked evidence room. This disposition should be noted on the Abandoned Property log and initialed by the Region Supervisor/Program Manager.
6. All inquiries about abandoned property should be directed to the appropriate Region Supervisor/Program Manager.
7. Items should be retained for a minimum of ninety (90) days before being disposed of consistent with this policy.
8. If the owner is not located within ninety (90) days of discovery of the property, the Region Supervisor/Program Manager may: a) dispose in an appropriate landfill or recycling facility; or, b) donate to a 501c3 nonprofit organization with documentation via signed receipt. A receipt of donated property should be maintained at the region/program office for no less than four years. Disposition of the property should be noted on the Abandoned Property Log and initialed by the Region Supervisor/Program Manager.

Attachments:

Abandoned Property Log

