

CHAPTER 13
UNCLAIMED PROPERTY
REVISED JULY 2025
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CHAPTER 13
UNCLAIMED PROPERTY

1. AUTHORITY. California Vehicle Code (CVC) Sections 2414 and 2415, as well as Code of Civil Procedure Section 1300, et. seq., provide guidelines for disposing of unclaimed property in the custody of the California Highway Patrol (CHP).

2. COMMANDER'S RESPONSIBILITY. It is the responsibility of the commander (or designee) to arrange for the safekeeping and eventual disposal of unclaimed property as stated in this chapter and in Highway Patrol Manual (HPM) 70.1, Evidence Manual.

3. RETENTION AND DISPOSITION.
 - a. Nonperishable Items. Nonperishable property, unless claimed by the owner, shall be held at the command for 90 days. After 90 days, the property should be forwarded to Supply Services Unit (SSU) for storage and disposition.

 - b. Perishable Items. Perishable commodities and hazardous or contaminated property shall be disposed of locally per legal requirements, and as deemed practical in the commander's judgment.

 - c. Unusual Items
 - (1) Items which require sterilization, such as mattresses and pillows, or items of little or no value (clothing, bedding, damaged bicycle frames, damaged electronic devices such as audio-visual equipment, cell phones, pagers, etc.) shall be destroyed locally (refer to HPM 70.1, Chapter 9, Disposal of Property and Evidence).

 - (2) All weapons, including nuisance weapons, long guns, handguns, knives of any kind, as defined in HPM 70.1, Chapter 11, Release/Disposal of Weapons, shall be turned over to the Academy, Weapons Control Unit (WCU).

 - (3) Disposition of vehicles or component parts thereof from which manufacturer's serial or identification numbers have been removed, defaced, altered, or destroyed, shall be disposed of in accordance with Section 10751(b) of the CVC procedures outlined in of HPM 81.1, Vehicle Theft Control Manual, Chapter 5, California Vehicle Code Section 10751 Disposition of Vehicle/Component Parts.

(4) Money shall be forwarded to the Fiscal Management Section (FMS) in accordance with procedures outlined in HPM 70.1, Chapter 9.

(5) Jewelry or valuables shall be stored and disposed of in accordance with procedures outlined in HPM 70.1, Chapter 9.

4. PROCEDURES.

a. General.

(1) In all cases, except weapons, a CHP 266B, Credit Memo – Unclaimed Property, must be completed by the command, specifically stating the following:

- (a) How the property came into the possession of the CHP.
- (b) Date and time received.
- (c) Steps taken to locate the owner(s).

NOTE: Refer to Annexes A and B for instructions on completing a CHP 266B.

(2) The command's name and the "SHIPPED VIA" boxes in the upper portion of CHP 266B must be completed, along with the required signature.

(3) The SSU driver will count and note on the CHP 266B the number of pieces collected. The driver will then sign the CHP 266B to release the property from the command. The command will retain a copy of the CHP 266B for its file.

(4) With the exception of weapons, unclaimed items shall be sent to SSU via departmental transportation (CHP truck).

- (a) The unclaimed property should be prepared for SSU collection by placing any small item in a sealed box suitable for shipping.
- (b) Larger items may be shipped without preparation.

(5) Upon arrival at SSU, all articles received shall be verified in the following order:

- (a) The SSU will review the items received against the CHP 266B.
- (b) The SSU will note any discrepancies and notify the command by telephone immediately and send a confirming facsimile of the CHP 266B for signature acknowledgement.

(c) The SSU will dispose of any items of no value, if not accomplished beforehand by the command.

(d) The SSU will disburse the CHP 266B as follows:

1 Original will remain at the SSU.

2 Signed-off copy will be returned to command upon final disposition.

b. Special Requirements.

(1) All unclaimed weapons shall be transported to the Academy, WCU. (Refer to HPM 70.8, Firearms Manual, Chapter 9, Firearms and Weapons Inventory and Control.)

(2) Negotiable items such as checks, traveler's checks, bonds, airline tickets, foreign currency, etc., shall be documented on the CHP 266B and forwarded to FMS with the transmittal.

c. Distribution of CHP 266B by Commands.

(1) Commands are to send an original and one copy of the CHP 266B to SSU with the property.

(2) Commands are to retain one copy until receipt of the signed copy from SSU. The signed copy then becomes the command copy which shall be retained on file until audited plus six months or current year plus three years, whichever occurs first.

d. Storage of Unclaimed Property. Following the 90-day local holding period, SSU will store the unclaimed property until the six-month retention period is completed or until the property is claimed by the owner.

e. Property Claimed for Retrieval. Commands retrieving property claimed by owners must proceed as follows:

(1) Prepare a memorandum instructing SSU to return the unclaimed property to the requesting command with a copy of the applicable CHP 266B.

(2) If the property is claimed by the rightful owner, complete a CHP 36, Property Receipt, or update the evidence RMS case file, note the time and date the property was claimed, and obtain a signature from the owner. Retention information for the CHP 36, can be found in HPM 70.1, Chapter 6, Forms – Completion and Management.

f. Final Disposition. At the end of the six-month retention period, SSU will transfer the unclaimed property to the Department of General Services, State Surplus Property and Reutilization program, along with a STD. 152, Property Survey Report. If reported to the Department of Justice's Automated Property System, SSU will send a notice to the originating command to clear the items in accordance with HPM 70.1, Chapter 9.

NOTE: See HPM 70.1, Chapter 11, for policy regarding final disposition of weapons.

ANNEX A

CHP 266B CREDIT MEMO – UNCLAIMED PROPERTY

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		CREDIT MEMO – UNCLAIMED PROPERTY		DATE ELIGIBLE FOR RELEASE TO DEPARTMENT OF GENERAL SERVICES		SSU USE ONLY	
CHP 266B (Rev. 11-18) OPI 076				12/03/2024		NUMBER 2267 A	
Property will be disposed pursuant to HPM 11.2, Materials Management Manual, Chapter 13, Unclaimed Property and HPM 70.1, Evidence Manual. Refer to instructions on reverse. Distribution: Original to Supply Services Unit (SSU), one copy to submitting command. NOTE: Weapons of any sort and firearms shall not be sent to SSU. Refer to HPM 70.1, Chapter 11, Release/Disposal of Weapons.				FROM BSS		LOCATION CODE 076	RELEASE DATE 10/31/2024
				SHIPPED VIA <input type="checkbox"/> Common Carrier <input checked="" type="checkbox"/> SSU <input type="checkbox"/> Other CHP		DATE CHECKED IN 09/09/2024	
				DRIVER'S SIGNATURE		DATE	SIGNATURE
FIELD COMMAND USE							
Item No.	Quantity	Item Description (one item per line)	Serial Number	FCN Deleted		Notes	
				Yes	No		
1	1	Honda powered Generator	68360320			Unclaimed Property	
2	1	Electric saw with 2 batteries	156648			Evidence for disposal	
3	1	Makita 18v drill	147683			Evidence for disposal	
AREA COMMANDER/DESIGNEE'S SIGNATURE			DATE		SSU COORDINATOR'S SIGNATURE		DATE

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ANNEX B

INSTRUCTIONS FOR COMPLETING THE CHP 266B CREDIT MEMO – UNCLAIMED PROPERTY

1. Area and Division offices will hold non-perishable unclaimed property for a period of 90 days, unless claimed by the owner.
2. After 90 days, Area and Division offices will complete the CHP 266B, Credit Memo – Unclaimed Property, by entering all applicable information. Enter a date the items are eligible for release to Department of General Services (DGS), to be 90 days from the date Supply Services Unit (SSU) collects the items from the command.
3. Supply Services Unit will collect the unclaimed property, along with the original CHP 266B signed by the SSU truck driver and store it for the remainder of the six-month storage period. A copy of the signed CHP 266B will be maintained at the originating command.
4. Should the owner(s) claim the property after SSU has taken possession, Area and Division offices should submit a memorandum to SSU with a copy of the original CHP 266B. Arrangements will be made to return the property.
5. At the conclusion of the mandated storage period, SSU will transfer the unclaimed property to DGS, State Surplus Property and Reutilization program.
6. Upon disposal of any serialized items, the Area office will be notified by SSU. At that time, serialized items that have been entered in the Department of Justice Automated Property System are to be deleted in accordance with HPM 70.1, Evidence Manual.
7. The following items **MUST** be disposed of in accordance with HPM 70.1: Perishable, hazardous and contaminated property; chemicals; paints; adhesives; weapons; drugs; alcohol; biologicals; cash; found property, such as bedding items (pillows, quilts, and blankets), clothing (including that found in suitcases or backpacks), bicycles that are damaged and of little or no value; and other low-cost items which the Area commander determines to be of little or no value.
8. For further instructions, refer to this chapter.

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