NUMBER: LESA 3.06
SECTION: Law Enforcement and Safety

SUBJECT: Reporting Loss or Theft of University Property

DATE: November 1, 2006

Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Ernest L. Ellis
Issued by: Law Enforcement and Safety

I. Purpose:

To ensure the timely, effective, and appropriate reporting of the theft or loss of University property.

II. Policy:

The University requires that the loss or theft of University property be reported to appropriate officials as outlined below.

III. Procedure

A. When it has been determined that University property is missing, telephone or go to the University Police Department and have the following information available:

1. nomenclature of item(s) to include description, color, brand-name, size, value, serial number, USC number;
2. time and date last seen;
3. time and date missing;
4. location to include room number, if applicable;
5. any other essential information such as area secured when leaving work, unsecured upon arrival at work, desk or cabinet locked, suspicious persons seen in area, etc...

B. If the report will be too detailed and too time consuming to take over the telephone, an officer will be sent to the location of the caller.

C. Complete the necessary Inventory Deletion Form (see BUSF 5.00, Property Accountability).

IV. Reason for policy changes:

A. Clarification

B. Identification of specific valuable information to law enforcement

Send Comments to Ernie Ellis