

NUMBER: LESA 3.06
SECTION: Law Enforcement and Safety
SUBJECT: Reporting Loss or Theft of University Property
DATE: November 1, 2006
REVISED: February 18, 2016
Policy for: Columbia Campuses
Procedure for: Columbia Campuses
Authorized by: Senior Vice President for Administration and Chief Operating Officer
Issued by: Law Enforcement and Safety

I. Policy:

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

II. Procedure

A. When it has been determined that University property is missing, telephone (803-777-4215) 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. Depending upon the nature of the missing property an officer will be sent to take your report or a report may be filed over the telephone.

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

III. Reason for policy changes:

Policy updated with current practice and contact information.