

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

6031P LOSS OF PROPERTY PROCEDURE

Personal Property

Employees, students, or members of the general public that experience a loss of personal property are to complete the Loss of Property Intake Form (6031Form). The completed Loss of Property Intake Form is to be sent via e-mail to the NCTC Security Director at security@northlandcollege.edu.

It is recommended that individuals contact the local police department to report the loss and possible theft of property.

Northland Community and Technical College assumes no responsibility for loss or damage thereto of personal property that an employee, student, or member of the general public brings on campus.

College-Owned Property

An employee is to complete a Loss of Property Intake Form upon realization of a loss and possible theft of college-owned property. The completed Loss of Property Intake Form is to be provided to the Business Manager. The Business Manager will determine if the college-owned property had a State of Minnesota property number tag. The Business Manager shall, if appropriate, report the loss and possible theft of college-owned property to the local police department.

Internal Investigation

The Security Director will investigate the loss and possible theft of college-owned property. Once the investigation has been completed, the Security Officer will forward information to the Business Manager. The Business Manager will review the investigatory summary to determine whether further investigation and appropriate action is warranted.

Date of Adoption: 6/24/10

Date of Implementation: 7/1/10

Date & Subject of Revisions: