

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	STOLEN COLLEGE PROPERTY	04-1103	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-4.12 Property	February 28, 2024		

Purpose

The purpose of this procedure is to provide the process for reporting stolen College tangible personal property.

Procedure

- A. When a piece of tangible personal property (as defined in APM 04-1101) is discovered missing and is presumed to be stolen, the accountable employee will notify Security. Security will complete an incident report, notify local law enforcement, and forward by email the incident report number to the College's Chief of Police, Director of Public Safety and Executive Director of Risk Management within three (3) working days. The College's Chief of Police, Director of Public Safety and Executive Director of Risk Management will determine if any further investigation is warranted or if additional procedures are necessary to protect College assets.

- B. The accountable employee of the stolen item will complete a Lost Stolen Property Form, and attach a copy of the incident report and law enforcement report, as applicable. The Lost Stolen Property Form may be obtained in the Purchasing and Central Services SharePoint site.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.072

Adopted Date: March 19, 1990

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