POLICY STATEMENT 48
EMPLOYEES' PERSONAL RESPONSIBILITY FOR ENTRUSTED EQUIPMENT

POLICY DIGEST
Functional Classification: Finance
Monitoring Unit: Office of Finance and Administration
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I. PURPOSE

To set forth policy and reaffirm responsibilities regarding the assignment of personal responsibility for the security of entrusted equipment at LSU New Orleans.

II. DEFINITIONS

1. **Departmental Equipment Custodian:** An individual appointed by a Department Head to control all moveable property for that department, as well as to ensure compliance with University policies and procedures regarding moveable property.

2. **Equipment Entrustee:** An employee of the University entrusted with University owned tag-able equipment. This individual is personally responsible for taking reasonable precautions in order to protect the tag-able equipment entrusted to their care and keep it safe from theft or loss until it is returned to the Departmental Equipment Custodian. Each Equipment Entrustee must complete and submit an Equipment Entrustee Form to the Property Control Department.

3. **Personal Responsibility:** Equipment Entrustees must take reasonable precautions in order to protect the tag-able equipment assigned to their care. In the case of Equipment Entrustees who are responsible for several tag-able notebook computers for an office or lab, steps to prevent loss must be coordinated with other personnel who have access to the office/lab.

4. **Tag-able Notebook Computer**: A notebook computer valued at $1,000 or more that is tagged and recorded in Workday and the State records system.

5. **Tag-able Equipment**: Moveable property valued at $1,000 or more, except for vehicles and police equipment regardless of cost, that is tagged and recorded in Workday and the State records system. Vehicles and police equipment will be tagged regardless of cost. Tag-able notebook computers are also tag-able equipment.

III. GENERAL POLICY

All tag-able notebook computers acquired with University funds, donated to LSU New Orleans, or transferred from another institution with a value of $1,000 or more must be entrusted to a specific LSU New Orleans employee (Equipment Entrustee) through the Equipment Entrustee form. The Equipment Entrustees will be personally responsible for the security of tag-able notebook computer(s). Tag-able equipment other than tag-able notebook computers that are taken off campus by an LSU New Orleans employee must have an Equipment Entrustee Form completed and submitted to Property Control. The Equipment Entrustees will be personally responsible for the security of the tag-able equipment.

IV. PROCEDURES

1. **ACQUISITION OF TAG-ABLE EQUIPMENT.** Regardless of whether tag-able equipment is purchased by a department, donated to a department or transferred from another institution, if the value of the tag-able equipment is $1,000 or more, the tag-able equipment will be marked as equipment, tagged and tracked through Workday and the State records system.

2. **PROTECTION OF PROPERTY.** The Equipment Entrustee is responsible for the safeguarding of each piece of tag-able equipment assigned to them until the tag-able equipment is returned to the Departmental Equipment Custodian. Equipment Entrustees must take reasonable precautions to protect the tag-able equipment entrusted to them. The University reserves the right to deny or revoke the assignment of a tag-able notebook computer to an Equipment Entrustee who has failed to safeguard a tag-able notebook computer in accordance with Property Control Operating Procedures and this Policy Statement. In such cases, a desktop computer may be assigned to that employee in order to perform their job duties.

3. **LOST OR MISSING TAG-ABLE EQUIPMENT**. If tag-able equipment is lost or missing, the Equipment Entrustee must submit a written explanation of the circumstances regarding the missing tag-able equipment. This written explanation should be completed within seven business days of the realization that the tag-able equipment was missing. The written explanation must be submitted to Property Control and the Provost and Senior Vice Chancellor of Academic Affairs or appropriate Vice Chancellor who will determine, with input from Property Control, if the Equipment Entrustee exercised reasonable precautions to protect and safeguard the tag-able equipment. If after seven business days from the realization that the tag-able equipment was missing, the written explanation has not been received by the Provost and Senior Vice Chancellor of Academic Affairs or appropriate Vice Chancellor, an automatic determination of negligence will be made. This will result in the initiation of a payroll deduction in the amount of the acquisition cost of the tag-able equipment from the Equipment Entrustee's paycheck.

4. **STOLEN TAG-ABLE EQUIPMENT.** If it is determined or suspected that a piece of tag-able equipment has been stolen, the Equipment Entrustee must immediately file a police report. In rare cases where the Equipment Entrustee is unable to file a report, the Departmental Equipment Custodian, Department Head and/or other University Official can file the police report on behalf of the Equipment Entrustee.

    A. If the tag-able equipment was on the LSU New Orleans campus, the Equipment

Entrustee must contact Property Control and the University Department of Public Safety/LSU New Orleans Police to file a report.

B. If the tag-able equipment was not on Campus, the Equipment Entrustee must contact the local Law Enforcement unit and an official police report filed. Upon return to campus, the Equipment Entrustee is responsible for notifying:

    1. Their immediate supervisor and Department Head;
    2. The University Department of Public Safety;
    3. Property Control

5. **INVESTIGATION.** Upon report of the tag-able equipment theft, the University Department of Public Safety will conduct a complete investigation, forward the associated police report to Property Control and the appropriate Vice Chancellor or Provost and Senior Vice Chancellor of Academic Affairs and then effect arrests if necessary. If a piece of tag-able equipment has not been located within 60 days from the date the theft was reported, the Departmental Equipment Custodian should notify the LSU New Orleans Office of Risk Management to complete a claim.

6. **DETERMINATION OF NEGLIGENCE.** The Provost and Senior Vice Chancellor of Academic Affairs or appropriate Vice Chancellor will review the police report (for stolen tag-able equipment) or written explanation (for lost or missing tag-able equipment) and determine whether the Equipment Entrustee exercised reasonable precautions to protect and safeguard the tag-able equipment. If it is determined that the Equipment Entrustee was negligent and failed to reasonably secure the tag-able equipment, the employee will have a payroll deduction in the amount of the acquisition cost of the equipment withheld from their paycheck. A copy of the written determination, of reasonable care or negligence, will be forwarded through channels to the Equipment Entrustee with a copy to Property Control. Property Control will contact the Chief Financial Officer, who will make arrangements with the Payroll Department for a payroll deduction. This payroll deduction will then be processed through the Payroll Office. Some examples of negligence are:

    A. The tag-able equipment is stolen from an unlocked vehicle (no sign of forced entry).
    B. The tag-able equipment is taken from an unlocked office.
    C. The tag-able equipment is misplaced.
    D. The tag-able equipment is left in a public place and is missing when the Equipment Entrustee returns.

V. RESPONSIBILITIES

Equipment Entrustees are responsible for taking reasonable precautions to protect and safeguard each piece of tag-able equipment assigned to their care until the tag-able equipment is returned to the Departmental Equipment Custodian. If a piece of tag-able equipment is lost or missing, the Equipment Entrustee must submit a written explanation of the circumstances regarding the missing equipment and have it completed within seven business days of the realization that the tag-able equipment was missing. If it is suspected that a piece of tag-able equipment has been stolen on campus, the Equipment entrustee must immediately file a police report with the University Department of Public Safety/LSU New Orleans Police and inform Property Control and their department head. If the tag-able equipment was stolen off campus, the Equipment entrustee must file a police report with the local law enforcement unit and the LSU New Orleans Department of Public

Safety. They also need to contact their supervisor, Department Head, and Property Control.

Departmental Equipment Custodians are responsible for performing the following functions regarding tag-able equipment: (a) retaining updated departmental files regarding tag-able equipment; (b) aiding Property Control personnel in locating and affixing inventory decals to each piece of tag-able equipment acquired by the department; (c) completing and submitting the appropriate Property Control forms in a timely manner; (d) ensuring that the University Department of Public Safety/LSU New Orleans Police is contacted for any stolen tag-able equipment; (e) assisting Property Control with the annual physical inventory of tag-able equipment for their department; (f) ensuring departmental staff members are aware of Property Control procedures regarding tag-able equipment, as well as this Policy Statement; and (g) promptly reporting to Property Control any tag-able equipment that is transferred to another department by completing the Interdepartmental Property Transfers form located at https://www.lsuneworleans/pcm. Departmental Equipment Custodians are also responsible for contacting the LSU New Orleans Office of Risk Management to complete a claim if tag-able equipment has not been located within 60 days from the date the theft was reported.

The Office of Finance and Administration is responsible for notifying Property Control once a donated piece of tag-able equipment has been officially accepted by the University.

Property Control is responsible for: (a) ensuring that all tag-able equipment is tagged within 60 days of receipt, (b) ensures tag-able notebook computers are tagged before the Equipment Entrustee removes them from campus, (c) ensuring that all tag-able equipment has the serial numbers recorded in the property system, and (d) ensuring an Equipment Entrustee Form is completed.

Purchasing Department is responsible for ensuring tag-able equipment has the appropriate spend category assigned as equipment so that they will be tracked through the Business Asset module within Workday.

University Department of Public Safety is responsible for promptly completing a police report once notified by department personnel of stolen tag-able equipment, conducting an investigation, and forwarding the police report to Property Control and the appropriate Vice Chancellor or Provost and Senior Vice Chancellor of Academic Affairs. The Department will effect arrests if necessary.

VI. SOURCE

Louisiana Revised Statute 24:523 Notification of the legislative auditor and district attorney