


PROCEDURE

Subject	Theft of Personal Property	Number: 1.28.01
Source	VP of Business & Administration	Reference (Rule #) 6HX14-1.28
President's Approval/Date: 7-1-09		

PURPOSE: The purpose of this procedure is to assist students / faculty / staff / guest in coping with the personal theft loss and to give guidance in reporting such losses to Campus Public Safety. The College accepts NO liability for the loss of any personal items due to theft.

POLICY:

- Any student / faculty member / staff member / or guest who suffers a personal loss due to theft should immediately report such loss to SCF Campus Public Safety Department.
- Victims should gather all information and take notes concerning the loss to share with the public safety representative.
- All possible witnesses should come forward to also present themselves to SCF's Public Safety Department to assist in the development of perpetrator descriptions.
- The Chief of Public safety will coordinate all investigation efforts and will make every attempt within College procedures to recover the stolen property.
- Information gathered may be shared with local law enforcement professionals in an effort to locate the missing items.
- Under NO circumstances should victims attempt to approach anyone who they feel may have had some involvement in the theft. This should be left to Campus security and law enforcement officials.
- If any of the personal items are located, victims will be asked to identify the items in order to assist law enforcement agencies in their investigation.
- No guarantee can be given that law enforcement agencies will return items to the victims. Items may be part of an ongoing investigation and such items may be used by prosecutors.
- Data gathered by Campus Security may be used in the development of the annual Cleary Report of Campus crime incidents.