



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: MISSING EQUIPMENT AND PROPERTY

Code: GG0202

Policy Reference: N/A

All faculty and staff members are responsible for safeguarding and reporting missing MATC equipment and property.

Faculty and staff supervisors should have a complete inventory of all equipment, recorded on a MATC District Equipment Inventory Form 74:05, on file in their respective offices. These inventories must contain a description of the property and manufacturers' serial numbers.

1. The Public Safety Department (Milwaukee Campus) should be notified immediately by telephone under any of the following circumstances:
  - a. Value of missing property exceeds \$200.
  - b. A suspect has been apprehended with stolen MATC property.
  - c. Campus Team Leaders feel that any delay in reporting would jeopardize the investigation.
2. Upon the discovery of missing MATC property, it is the responsibility of the person making the discovery to immediately report the property missing on an MATC District Incident/Missing Property Report Form and submit it to his/her immediate supervisor.
3. Faculty or staff supervisors, upon receipt of a Missing Property Report, must immediately submit this report to the campus team leader at the respective campuses. At the Milwaukee Campus, the report is submitted directly to the Public Safety Department.
4. Campus team leaders must forward the Incident/Missing Property Report to the Deputy chief of Public Safety (Milwaukee Campus) for investigation.

Incident/Missing Property Report forms may be obtained from regional campus Operations managers and the Public Safety department on the Milwaukee Campus.

All MATC employees should cooperate with the Public Safety Officers in their investigation of missing MATC property.

It is the responsibility of the Public Safety Department to ensure an investigation is made where applicable and submit security recommendations to prevent the future loss of school property.