



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.

Pathways and department supervisors are responsible for maintaining a complete inventory of all equipment on file in their respective offices. These inventories must contain a description of the property and manufacturers' serial numbers.

1. The Public Safety Department should be notified immediately under any of the following circumstances:
 - a. Value of the missing property exceeds \$200.
 - b. A suspect has been apprehended with stolen MATC property.
 - c. A 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 discovery to Public Safety and to their immediate supervisor.

All MATC employees should cooperate with the Public Safety Department 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.

Office of Responsibility: Public Safety
Last reviewed on June 4, 2021