



Stolen Property Procedure

Purpose

The purpose of this procedure is to establish roles and responsibilities following incidences of Unitec property being stolen.

Scope

This is a Unitec-wide procedure and applies to staff and students.

Procedure

1. Process

- 1.1. Any employee or student discovering the loss of Unitec property, including money resulting from theft, burglary, or loss should report the incident immediately to security@unitec.ac.nz

If the property stolen is IT Lease Equipment, please contact the IMS Helpdesk immediately to inform them of the details of the asset which has been lost or stolen. (see 4.2.41 of the [IT Lease Equipment Policy](#)).

If the property stolen is a Unitec-owned mobile phone, please contact the IMS helpdesk immediately to report the loss or stolen phone. Outside of business hours please contact Vodafone immediately on 0800 800 021 to advise them the phone has been lost or stolen to ensure they block the connection and prevent unauthorized charges.

- 1.2. A [Security Incident Report Form](#) should be completed, in detail, and a copy sent to the Security Manager security@unitec.ac.nz. The Security Manager will notify the Director – Infrastructure Services and the Director - Financial Planning and Performance.
- 1.3. If Unitec property was lost as a result of theft or burglary, the employee or student responsible for the property at the time of loss will report the incident to the local police. Ensure that a Police Complaint Acknowledgement Form is issued when reporting the loss, as property and cash may only be replaced on production of this form.
- 1.4. Unitec is not responsible for personal property lost or stolen whilst on campus, or in the course of visits or field trips away from campus.

2. Steps

2.1. Complete an Incident Report Form

- 2.1.1. The person responsible for the property that has been lost should:

- 2.1.1.1. complete a [Security Incident Report Form](#); and

- 2.1.1.2. send a **copy** of the Security Incident Report Form to the Director - Financial Planning and Performance; and

- 2.1.1.3. take a **copy** to the Police as part of the police reporting process (see 2.2.1. below); and
- 2.1.1.4. send the **original** Security Incident Report Form to the Manager Security.

2.2. Report Incident to Police

2.2.1. The employee or student responsible for the property shall report the incident to the Police, at the same time giving a **copy** of the Security Incident Report Form to them. Ensure that a Police Complaint Acknowledgment Form is issued when reporting the incident as property and cash will only be replaced on production of the Police Complaint Acknowledgement Form.

2.2.2. The Police Complaint Acknowledgement Form comes in two parts. These parts are distributed as below:

- 2.2.2.1. If personal property is involved, one **copy** retained by the person involved and the second copy sent to their insurance company.
- 2.2.2.2. If **Unitec** property is involved, one **copy** to the Security Manager (for the file) and one copy to the Director - Financial Planning and Performance (for insurance purposes).

2.3. Apply for Replacement Goods/Cash

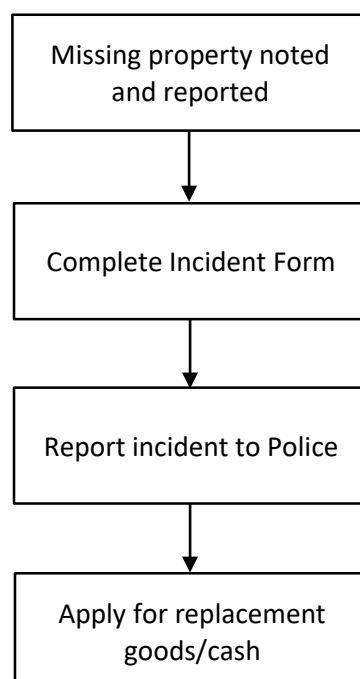
2.3.1. Replacement Property

A copy of the Police Complaint Acknowledgement Form shall be attached to the application for replacement of the missing property and forwarded to the Director - Financial Planning and Performance, who will inform the Executive Director – Finance.

2.3.2. Replacement Cash

The Director - Financial Planning and Performance will approve the appropriate action steps for the replacement of cash i.e. reinstitution of a petty cash float or journal entries to appropriate accounts.

3. Flowchart



Reference Documents

- [IT Lease Equipment Policy](#)
 - [Security Incident Report Form](#)
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Approval Details

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Procedure Sponsor (Has authority to approve minor amendments)	Executive Director - Finance	Procedure Owner:	Director – Financial Planning and Performance
Contact Person	Director – Financial Planning and Performance	Date of Next Review	October 2021
