

AGENCY: Southeastern Louisiana University	REFERENCE NO.: PY-0101
OFFICE: Property Control Department	MANUAL TYPE: Policy
TITLE: Equipment Security Measures	EFFECTIVE DATE: 02/01/01
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Southeastern Louisiana University's academic environment requires freedom of movement and trust in students, faculty, and staff. The policy that follows is designed to support those freedoms by helping departments to protect their equipment and resources.

Monitoring

All inventory heads should charge one or more employees to be responsible for inventoried (tagged) equipment within the department, college or division. This applies not only to the main campus, but to the Baton Rouge School of Nursing campus, Turtle Cover Research Station, and Covington Center.

Securing

All equipment valued at \$100 or greater should be placed in a locked desk, cabinet, room or building, or secured with a locking device when not in use.

Identifying

While inventoried equipment is marked with a bar code inventory label, this does not protect the equipment from being stolen or assist in its recovery. Barcodes and serial numbers can easily be removed. SLU Property Control engraves all CPUs, monitors and printers after delivery with its inventory number to assist in theft recovery. Departments are encouraged to engrave their equipment with the inventory number.

Preventing

University Police can be contacted to review security measures with personnel and offer recommendations for theft prevention.

Reporting

The theft or loss of any piece of inventoried equipment must be reported immediately to University Police, SLU Property Control, and SLU Administrative Services for insurance claim eligibility. Damaged or destroyed property should be reported promptly to SLU Property Control and SLU Administrative Services for insurance claim eligibility. In addition, damaged or destroyed property by a criminal act should be reported promptly to University Police.