



Madison Area Technical College RISK101 – Equipment Theft/Damage/Replacement

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FORMS

Request for Hardware Computer Software Form
Incident Reporting Form

PURPOSE

The purpose of this procedure is to ensure the uniform receipt of documentation, prompt action, and replacement of Madison Area Technical College (college, the college) property that is stolen, presumed lost, or damaged.

SCOPE & APPLICABILITY

The requirements of this procedure apply to property owned by the college, regardless of actual, estimated, or presumed value. Furthermore, the requirements of this plan apply to all employees of the college. Property covered under this procedure includes, but not limited to, a laptop/desktop computer, motor vehicles, lab equipment, audio/video equipment, and buildings, other college property.

DEFINTIONS

Deductible - The portion of any claim/expenses that must be paid before an insurer will cover any expenses. As of July 1, 2009 the deductible for all property claims is \$100. This deductible is the responsibility of the department and/or individual before the college's self insurance fund will begin to cover additional monies.

Property Theft – An act in which a person intentionally and/or fraudulently takes personal property of another without permission or consent, with the intent to convert it to the takers use which can be personal use and/or personal gain such as selling.

Property Damage – Damage to or the destruction of property, caused by an individual owner, person who is not its owner, or by natural phenomena. Intentional property damage caused by an individual is generally categorized as neglect or intentional damage. Property damage caused by natural phenomena generally includes severe weather such as tornado, hail, flooding, lightning, and hurricane.

RESPONSIBILITY

Risk/EHS Manager_–

- Serves as a liaison between the individuals whose property has been stolen or damaged and college's self-insurances fund.
- Oversees replacement process from beginning to end.
- Ensures all required paperwork is completed.
- Notifies individual(s) of incomplete paperwork and steps to complete paperwork.
- Sends completed paperwork to owner of college's self-insurance fund for approval.
- Sends approved paperwork returned to Technology Infrastructure for ordering.

Owner of self-Insurance Fund –

- Approves or denies claims involving college property after theft and/or damage that are to be charged again the college's self-insurance fund.
- Reviews completed paper work received from Risk/EHS Manager.
- Returns approved paperwork to Risk/EHS Manager.

Individual –

- Notifies theft or damage of property to manager/supervisor immediately upon of realizing incident has occurred.
- Reports theft or damage of property to PublicSafety and Risk/EHS Manager within 24-hours of realizing incident has occurred.
- Completes all required paperwork in a timely manner.
- Sends completed paperwork to Risk/EHS Manager.

Public Safety – Make first contact with victim of stolen or damaged property.

- Responds within 24-hours of being notified of a property theft and/or damage.
- Investigates property theft or damage.
- Obtains Equipment Lookup Report from IT.
- Sends completed public safety report to Risk/EHS Manager within 5 days of incident.

Other

- Manager/Supervisor –Approves equipment/property replacement request with signature on Hardware Computer Software Form.
- Karen Gretschmann - Provides asset value information to individual.
- IT - Provides replacement value information to individual. (Often provided as part of public safety report).

- Holly Loomis - Orders new property once all required paperwork is received from Risk/EH Manager.
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Property Theft/Damage Process

Notification Process

1. Notify your manager/supervisor. Notify other personnel when applicable.
2. Notify Public Safety Office (608-243-4357) and Risk/EHS Manager (608-246-6291) that a theft or damage has occurred.
 - a. Public Safety will contact and question reporting individual, interview additional individuals when applicable, conduct an investigation, and create a report.

Paperwork

For computer equipment, submit all of the following to the Risk/EHS Manager:

1. Completed Hardware Computer Software Form.
2. Value of the stolen/damaged property.
3. Replacement value of the stolen/damaged property.
4. Copy of public safety report.

*Note – For property with a replacement value of greater than \$100, it is the responsibility of both the department and the college's self-insurance fund. The department shall cover the first \$100 and the self-insurance fund shall cover the amount over \$100 up to the pre-determined replacement value. If the cost of the replacement item is more than the pre-determined replacement value, the additional cost is the responsibility of the department

For all other property:

1. Complete Incident Report Form
2. Contact the Risk/EHS Manager

*Note – For property with a replacement value of greater than \$100, it is the responsibility of both the department and the college's self-insurance fund. The department shall cover the first \$100 and the self-insurance fund shall cover the amount over \$100 up to the pre-determined replacement value. If the cost of the replacement item is more than the pre-determined replacement value, the additional cost is the responsibility of the department.

Replacement

- Risk/EHS Managers submits all completed paper work to owner of college's self insurance fund for approval.
- Approved paper work is returned to Risk/EHS Manager for final review.
- Approved paper work is submitted to Technology Infrastructure to order replacement equipment.

*Note – The time between when replacement equipment order(s) is placed and when the individual receives the replacement equipment varies. This is due in part to manufacturer stock, mail delivery, and how quickly the equipment can be re-imaged (laptop/desktop only).

REFERENCES

Please contact Risk/EHS Manager for more information.