



Madison Area Technical College RISK101 – Property Theft & Damage

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CONTENT

1. Purpose
2. Scope & Applicability
3. Definitions
4. Responsibility
5. Property Theft & Damage Process
6. References
7. Appendix A – Electronic Equipment Theft/Damage Replacement Process

FORMS

MATC 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 (MATC) property that is stolen, presumed lost, or damaged.

SCOPE & APPLICABILITY

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

DEFINITIONS

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 \$1000. This deductible is the responsibility of the department and/or individual before MATC's self insurance fund will begin to cover additional monies.

Property Theft - A crime in which a person intentionally and fraudulently takes personal property of another without permission or consent and with the intent to convert it to the takers use which can be personal use 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. 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 MATC'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 needed complete.
- Sends completed paperwork to owner of MATC's self-insurance fund.
- Sends signed paperwork returned by owner of MATC's self-insurance fund to Holly Looms for ordering.

Owner of MATC self-insurance fund –

- Approves or denies claims involving MATC property replacement after theft or damage that are to be charged again MATC self-insurance fund.
- Reviews completed paper work received from Risk/EHS Manager.
- Provides signature approving claim against self insurance fund. Department deductible = \$1000.
- Returns signed paperwork to Risk/EHS Manager.

Individual – Person(s) whom property in their possession has been stolen or damaged

- Notifies theft or damage of property to manager/supervisor/instructor immediately upon of realizing incident has occurred.
- Reports theft or damage of property to Security Services 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.

Security Services – MATC Security Services personnel who make first contact with victim of stolen or damaged property.

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

Other

- Manager/Supervisor – Approves equipment/property replacement request with signature on Request for Hardware Computer Software Form.
- Karen Gretschnann - Provides asset value information to individual.
- IT - Provides replacement value information to individual. (Often provided as part of Security Services report).
- Holly Loomis - Orders new property once all required paperwork is received from Risk/EH Manager.

Property Theft/Damage Process

Notification Process

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

Paperwork

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

1. Complete *Request for Hardware Computer Software Form*.
2. Contact Karen Gretschmann and request the dollar value of the stolen/damaged property.
3. Contact IT and request dollar replacement value of the stolen/damaged property.
4. Copy of security report.

*Note – For property with a replacement value of greater than \$1000, it is the responsibility of both the department and the college's self-insurance fund. The department shall cover the first \$1000 and the self-insurance fund shall cover the amount over \$1000 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 *MATC Incident Report Form*
2. *Submit all the above to the Risk/EHS Manager*

*Note – For property with a replacement value of greater than \$1000, it is the responsibility of both the department and the college's self-insurance fund. The department shall cover the first \$1000 and the self-insurance fund shall cover the amount over \$1000 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 submitting all completed paper work to self insurance fund administrator for approval.
- Approved paper work is returned to Risk/EHS Manager for final review.
- Paper work is submitted to Holly Loomis 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 IT can re-image the equipment (laptop/desktop only).

REFERENCES

Please contact Risk/EHS Manager for more information.

Electronic Equipment is Stolen/Damaged, and Replacement is Required

