

# Procedural Directive

**California State University  
Northridge  
Department of Police Services**



To: All Police, Dispatch, and Parking Personnel  
Subject: Lost or Stolen State Property Reports  
Directive Number: 2007-04  
Date: December 18, 2019  
Amends/Supersedes: March 19, 2007 version.  
Approved: Gregory L. Murphy, Chief of Police

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## I. Objective:

To standardize procedures when receiving claims of lost or stolen University/State Property. In the event that the property is worth more than \$1,000, the campus is required to report the incident according to Executive Order 813 which requires informing the Bureau of State Audits and the California State University Chancellor's Office. Additionally, the campus auditor conducts an investigation of the incident and reviews internal controls in the area. The State Administrative Manual section 8643 requires the campus to report on the description of the events leading up to the loss or theft and precautions to be taken to prevent repeat situations. CSU Administration of University Property – Equipment Procedures (SS 3150.01; 300 Equipment) requires the following:

*“In the event that equipment becomes missing, lost, stolen or vandalized, a report shall be filed and forwarded to the appropriate departments upon discovery. For incidents with on-campus property, an incident report must be filed with the campus Police Department in the case of stolen and/or vandalized property. For incidents with off-campus property, the local police department shall be notified and a police report filed in the case of stolen and/or vandalized property. In all cases of theft or loss of information assets or equipment containing information assets, the IT security department must be notified immediately upon discovery.”*

## II. Procedures:

Upon receipt of a claim for lost property, police and dispatchers are to inquire of the reporting party if the request for a police report is due to “property inventory.” If this is the case, they are to advise the person that the following information and documents are required prior to dispatching an officer to the call for a report:

- Current value (not original purchase price) of the item(s), listed separately;
- Documentation of the efforts made to locate the property;
- The name(s) of the person(s) responsible for the property (if applicable);
- Make, model, serial number, and asset tag number of the item(s);
- Purchasing documentation (purchase order, invoice, receiving report);
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- Form: Surplus Property Request Form (CSUN Asset Management Form 116);
- Form: Lost Property Statement (if applicable) (CSUN Asset Management)

Officers are to ensure that the above documentation is provided or shown prior to the initiation of a report. If the reporting party has questions with regard to either the required forms or information, the officer or dispatcher will refer the party to the Physical Plant Management Office of Asset Management.

If the preliminary investigation indicates the claimed property has been stolen, a police report shall be taken with a copy of the report forwarded to Asset Management by Records. The aforementioned documents are not required for a stolen property report to be taken, however officers shall advise the reporting party to complete and forward the administrative reports for items valued over \$5,000 to Asset Management as they are a requirement of CSU Executive Order 1104.

The officer is also to provide crime-prevention suggestions to the reporting party and document this in the report.

### **References:**

Form: Surplus Property Request Form (CSUN Asset Management Form 116) -  
<https://www.csun.edu/sites/default/files/CSUN-AM-Form-116.pdf>

Form: Lost Property Statement –  
<https://www.csun.edu/sites/default/files/stolen-property.pdf>