



Office Use Only

**Missing or Stolen Property Investigation Report**

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Property Tag #: \_\_\_\_\_ Serial #: \_\_\_\_\_ Value: \_\_\_\_\_

Property Description: \_\_\_\_\_

When was the property determined to be missing? \_\_\_\_\_

What steps were taken to locate the property? \_\_\_\_\_

Who was notified of the loss, when and how? \_\_\_\_\_

Was the loss due to a break in? \_\_\_\_\_

Who had possession of the item? If not the property custodian of the department, what documentation is available showing transfer or loan of the equipment? \_\_\_\_\_

Who saw the property last? \_\_\_\_\_ Date the property last seen? \_\_\_\_\_

Who has access to the area/property/keys? \_\_\_\_\_

How was the area / property secured? \_\_\_\_\_

If missing from a vehicle, was the vehicle secured? \_\_\_\_\_ If yes, were high-risk items placed out of plain sight? \_\_\_\_\_

What procedures are in place to safeguard this property? \_\_\_\_\_

Were these procedures followed correctly? \_\_\_\_\_ Was everything done to safeguard this equipment? \_\_\_\_\_

Are all employees aware of their responsibility to exercise reasonable care of property? \_\_\_\_\_

What action has been taken to prevent further losses? \_\_\_\_\_

**A police report must be filed for all missing or stolen property. Follow these steps to file a police report.**

1. Call LUPD Dispatch at 880-8307 and ask to file a report.
2. An officer will follow-up with you and give you a case #. If possible, get copy of report to attach with this form.
3. List case number below and send this completed form to [LogisticalSupport@Lamar.edu](mailto:LogisticalSupport@Lamar.edu) or to PO Box 10004.

**POLICE REPORT CASE NUMBER** \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Property Custodian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check one box

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property **was** through the negligence of the person(s) charged with the care and custody of this property.

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property **was not** through the negligence of the person(s) charged with the care and custody of this property.

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_