



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? _____

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 or to PO Box 10004.

POLICE REPORT CASE NUMBER _____

Completed by: _____ Date: _____

Property Custodian's Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

SPA L DRIVE EMAIL DEPARTMENT SPREADSHEET

Initials: _____ Date: _____