



## **POLICIES and PROCEDURES**

Responsible Unit	Safety & Security
Policy Number	T-4
Date Last Updated	28 July 2010
Approving Sector Head	President & Vice-Chancellor
Policy	<b>THEFT OF UNIVERSITY PROPERTY</b>

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1. Because of the prohibitive premium cost, no insurance is carried against theft or theft of movable equipment or supplies. As the result of any theft, the University is left to either go without or replace stolen items of essential property from other account funds which might otherwise have been used in another equally important area of concern.
2. All thefts, robberies or burglaries, regardless of value, whether it is private/personal property or property of the University itself, must be reported immediately to the Safety & Security Department in person, by phone or through a third party.

Following the reporting of any theft to the Safety & Security Department, administrative actions to replace essential operational equipment or supplies must be dealt with by the Department Head concerned through the office of the Comptroller.

3. The Acadia University Safety & Security Department is staffed 24 hours a day. It is located in Room 519 of the Students' Union Building, and can be reached in person or by phoning 585-1103.
4. In all cases, an initial investigation will be conducted by the University Safety & Security staff and, if it is appropriate or requested by the complainant/victim, the matter will be reported to the RCMP. The police, in turn, will be extended every professional courtesy possible by the Acadia Safety & Security Department in an effort to identify and prosecute the culprit and recover the stolen property.
5. The University accepts no responsibility, financial or otherwise, for loss of personal property belonging to faculty, staff or students unless the article(s) stolen were specifically loaned to the University.