

LAPTOP  
COMPUTER  
THEFT:  
EMPLOYEE  
RESPONSIBILITY

CMF(R)

As defined in Board Policy DG(LEGAL), when employee laptops are stolen through the fault or no fault of a District employee, the employee is obligated to follow a set procedure that allows the District to recapture “fair market value” for the laptop in question. The District’s Procurement Manager uses the Orion Blue Book to determine the value of the missing laptop computer.

EMPLOYEE  
PROCEDURES

Immediately upon discovering that a laptop is missing:

1. Contact your local jurisdiction’s police department.
2. Obtain a police report number.
3. Verify that an itemized list of the missing items, to include the laptop, is documented in the police report.
4. In the case of burglary, the report must specifically identify that forced entry into a locked vehicle, locked dwelling, or a locked building was involved in order to verify security was breached.
5. Contact the North East ISD Police department to report the missing laptop.
6. Contact your immediate supervisor to report the missing laptop.
7. Submit a loss report online via the mainframe “Loss Reporting System” no later than 30 days from the date the loss becomes known.
8. Failure to provide notice within a 30-day time frame may negate any loss coverage.

RISK  
MANAGEMENT  
RESPONSIBILITIES

Upon notification of the missing laptop computer:

1. A Risk Management field investigator will interview the employee and coordinate the completion of a **Missing Item Report**.
2. Risk Management will notify the Technology Services Department of the missing laptop computer.

3. Risk Management's investigation will be completed in 10-15 business days after the notification of loss and receipt of the police report.
4. If the employee acted in "good faith" under Administrative Regulation CLD(R), then Risk Management will seek reimbursement from the District's loss fund.
  - o The total amount reimbursed from the District's loss fund will be transferred to the Technology Services Department's Laptop Recovery account if a replacement laptop was issued. Otherwise, funds will be transferred to the campus/department.
5. If the investigation determines the employee did not act in "good faith" under Administrative Regulation CLD(R), then Risk Management will seek restitution from the employee.
  - o The total amount reimbursed from the employee will be transferred to the Technology Services Department's Laptop Recovery account if a replacement laptop was issued. Otherwise, funds will be transferred to the campus/department.

#### SUPERVISOR RESPONSIBILITIES

If no surplus laptops are available on campus, the supervisor should contact the Technology Services department's Technical Services Manager to request a replacement laptop.

The employee's supervisor (CRMS administrator) should initiate a Help Desk ticket to request a laptop replacement.

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