

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Reporting of Missing College Property; Equipment & Furnishings	<b>Page:</b> 03.03.01
	<b>Date:</b> Rev. 10/22/2020

### General

Recognizing and reporting the loss of property without delay increases the chance of its recovery and contributes to a greater degree of control over college property. Property reported missing within a specific time frame may result in insurance recovery less deductibles. Consequently, the asset can be replaced with a minimal charge to a departments' budget. However, any item determined missing as a result of the annual physical inventory is considered pilferage and is not reimbursable by insurance. Therefore, to ensure timely recognition of missing property as well as increase the chances of recovery/replacement, each department should perform regular sight inventory checks.

Each employee is responsible for monitoring the physical presence of the equipment and furnishings inventoried under their jurisdiction. Any item noticed missing **MUST BE** reported to the Department of Public Safety **IMMEDIATELY (ext. 5550)**.

### Authority

Vice President for Business and Finance  
Morris County Insurance Fund

### Responsibility

All Asset Custodians  
Director of Public Safety  
Director of Accounting  
Business Services Coordinator

### Procedure

1. Call the Department of Public Safety (ext. 5550) as soon as an item is identified as missing.
2. A Department of Public Safety incident number is assigned to the call and must be recorded on the original pre-numbered "Missing Property Report/Investigation" (MPR) form (Attachment 1). This form is utilized throughout the process to record the description of the asset, circumstances of the loss, details of the security department's investigation and final disposition. The Missing Property Report/Investigation form **MUST** be used in sequential order and any voided forms **MUST** follow the procedures listed in step 3.

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Reporting of Missing College Property; Equipment & Furnishings	<b>Page:</b> 03.03.02
	<b>Date:</b> Rev. 10/22/2020

3. The Department of Public Safety must notify the Office of the Vice President for Business and Finance and the Accounting Department that a missing property investigation has been started by emailing a copy of the Missing Property Report/Investigation Form to the Business Services Coordinator and the Director of Accounting within 24 hours of the original report.
4. A security officer should be dispatched to meet with the employee reporting the missing property as soon as possible, that day. As indicated above, the security officer is responsible for bringing the pre-numbered "Missing Property Report/Investigation" form for completion. If the investigating officer determines the missing property is a result of a criminal activity, a UCR (Uniform Criminal Report) form will be completed instead of the body of the missing property report. In this situation the missing property report must refer to the UCR to avoid duplication of work. In addition, a hand written MPR may be attached as documentation to a re-typed investigation document.
5. The Missing Property Report/Investigation form must include:
  - a. The date the property was reported missing to the Department of Public Safety. (This should be the same date that the Department of Public Safety began their investigation.)
  - b. The fixed asset tag number, description and serial number (if applicable). If necessary, contact the Accounting Department (Account Associate III or Director of Accounting) for assistance.
  - c. The department number and department name for the department listed as the custodian of the asset.
  - d. The acquisition cost and acquisition date. If necessary, contact the Accounting Department (Account Associate III or Director of Accounting) for assistance.
  - e. The location that the asset was last seen (building/room number).
  - f. Circumstance of the loss, in the words of the person reporting the property missing, as well as their signature and the date. This is a certification of their statements regarding the property.
  - g. Signature of the Department Head with the date. This is a confirmation of the statement regarding the missing property. (NOTE: In the absence of the Department Head, the appropriate Dean or the appropriate Vice President should be contacted. The report should not be delayed for the Department Head signature.)

**Signatures – If a responsible employee is unavailable for signature, Public Safety is expected to move up the chain of command to obtain a signature. Timing is crucial and the process is not to be halted because an employee is unavailable.**

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Reporting of Missing College Property; Equipment & Furnishings	<b>Page:</b> 03.03.03
	<b>Date:</b> Rev. 10/22/2020

6. The Department of Public Safety’s investigation will be completed within five (5) business days of the original report. The investigation should be documented in the appropriate section of the “Missing Property Report/Investigation” form. If an additional page(s) is required, the appropriate box should be checked and the additional page(s) becomes a part of the report/investigation (Attachment 2). If an UCR was utilized it must be referenced and attached to the MPR. The missing property report/investigation number, Department of Public Safety incident number, asset tag number and description of the asset must all be recorded on the additional page(s).

If a final determination cannot be made within five (5) business days, such must be noted on the document, along with the reason, anticipated future action and anticipated completion time. A follow-up report with the final disposition must then be filed when the investigation is completed.

7. When the documentation of the investigation is completed, the investigating officer must sign and date the “Missing Property Report/Investigation” form and any additional required page(s).
8. Within three (3) business days of the completed investigation, the Director of Public Safety or his designee must review the “Missing Property Report/Investigation” form for adequacy of the investigation. Once satisfied, the Director of Public Safety (or his designee) must indicate the appropriate disposition, sign and date the “Missing Property Report/Investigation” form, indicating acceptance and approval of the document. (Please note, any additional page(s) must be initialed and dated.) Please note, “item missing and report forwarded to the Randolph Police Department is considered a final disposition and should be noted in this section.

The approved “Missing Property Report/Investigation” form must be distributed by the Department of Public Safety, as follows:

- a. Original – Maintained on file in the Department of Public Safety
- b. Copy - Accounting (See step 10 for required action)
- c. Copy – Business Services Coordinator (See step 9 for required action)
- d. Copy – Vice President for Business and Finance
- e. Copy – Missing Property Department’s Vice President
- f. Copy – Missing Property Department’s Dean (when applicable)
- g. Copy – Missing Property Department’s Department Head

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> Reporting of Missing College Property; Equipment & Furnishings	<b>Page:</b> 03.03.04
	<b>Date:</b> Rev. 10/22/2020

9. Once the Business Services Coordinator receives the approved copy of the “Missing Property Report/Investigation” form and the item has been determined missing and recoverable, a claim must be submitted to the Morris County Insurance Fund.
  - a. Insurance reimbursement is affected by timely claim reporting. Adherence to Morris County Insurance Fund’s policy and procedure is required.If reimbursement is received, the Business Services Coordinator will instruct Accounting (via cash transmittal form; procedure number 03.12) to deposit the check into 08-08000-8020.

NOTE: In accordance with the Morris County Insurance Fund directive and the Tort Claims Act 59:9-2, if the item has been determined missing while off campus and in the care, custody and control of an individual, then the claim must be submitted to the appropriate insurance policy owned by that individual. If the individual chooses not to place a claim with their insurance company, they are responsible for reimbursing the College the replacement cost value of the item.

10. Once the Accounting Department (Account Associate III) receives the approved copy of the “Missing Property Report/Investigation” form and the item has been determined missing, it must be removed from the Colleague Fixed Asset subsidiary. The date that the property was first determined missing will be the general ledger posting date. (If the general ledger for that time frame is closed, the first day of the subsequent month will be used.)
11. The Accounting Department (Account Associate III) is responsible for filing all Missing Property Report/Investigation forms in numerical sequence. If a form is received out of order, it must be brought to the attention of the Director of Accounting for resolution in a timely manner.



# MISSING PROPERTY REPORT/INVESTIGATION

Missing Property Report/Investigation Number "Pre-numbering"

Public Safety Department Incident Number \_\_\_\_\_

Date Property was Reported Missing to Public Safety Dept. \_\_\_\_\_

Tag Number \_\_\_\_\_ Item Description \_\_\_\_\_

Dept. Number \_\_\_\_\_ Department Name \_\_\_\_\_ Serial Number \_\_\_\_\_

Acquisition Cost \_\_\_\_\_ Acquisition Date \_\_\_\_\_ Last Seen (Building/Room #) \_\_\_\_\_  
(Call Accounting Department for Assistance) (Call Accounting Department for Assistance)

Circumstance of Loss: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment 1

Signature of Person Reporting Missing Item \_\_\_\_\_ Date \_\_\_\_\_  
(Certification of Above Information)

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_  
(Confirmation of Above Information)

Public Safety Departments' Investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigating Officers' Signature & Date \_\_\_\_\_  See Additional Page

Final Disposition:  Found/No longer missing.  
 Determined to have been surplusd on \_\_\_\_\_ .  
(Attach Supporting Documentation)  
 Item could not be found. Determined missing.  
 Other; Describe: \_\_\_\_\_

Signature of Director of Public Safety \_\_\_\_\_ Date \_\_\_\_\_

Original - Accounting    Copy - Vice President for Business & Finance    Copy - Business Services Coordinator    Copy - Public Safety  
Copy - Missing Property Department's Vice President    Copy - Missing Property Department's Dean    Copy - Missing Property Department's Department Head



# MISSING PROPERTY REPORT/INVESTIGATION ADDITIONAL PAGE

Missing Property Report/Investigation Number \_\_\_\_\_

Public Safety Department Incident Number \_\_\_\_\_

Tag Number \_\_\_\_\_ Description \_\_\_\_\_

Public Safety Departments' Investigation: \_\_\_\_\_

Attachment 2

Investigating Officers' Signature & Date \_\_\_\_\_

See Additional Page

Initials of Director of Public Safety \_\_\_\_\_

Date \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_