



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-29.2
**TITLE: Employees' Personal
Responsibility for Notebook
Computers**
EFFECTIVE DATE: March 21, 2014
CANCELLATION:
REVIEW DATE: Spring 2018

PURPOSE

To set forth policy and reaffirm responsibilities regarding the assignment of personal responsibility for the security of notebook computers at the University of New Orleans.

AUTHORITY

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.
University of Louisiana System Policy and Procedures Memoranda, M-(1) a (Reporting the
Misappropriation of Public Funds or Assets).*

DEFINITIONS

1. Departmental Equipment Custodian - An individual appointed by a Department Head to control all moveable property for that department, as well as to ensure compliance with University policies and procedures regarding moveable property.
2. Equipment Entrustee – An employee of the University entrusted with a UNO owned tag-able notebook computer. This individual is personally responsible for taking reasonable precautions in order to protect the notebook computer(s) entrusted to his/her care, and keep it safe from theft or loss until it is returned to the Departmental Equipment Custodian. Each Equipment Entrustee must complete and submit a UNO Equipment Entrustee Form to the Property Control Department.
3. Personal Responsibility – Equipment Entrustees must take reasonable precautions in order to protect the tag-able notebook computer(s) assigned to their care. However, Equipment Entrustees who are responsible for several tag-able notebooks for an office or lab will not be held to as high of a standard as Equipment Entrustees who are only responsible for notebook computer(s) assigned to their personal use.
4. Tag-able Notebook Computer – A notebook computer valued at \$1,000 or more.

GENERAL POLICY

All notebook computers acquired with University funds, donated to UNO or transferred from another institution with a value of \$1,000 or more must be entrusted to a specific UNO employee (Equipment

Entrustee) through the UNO Equipment Entrustee form. The entrustees will be personally responsible for the security of notebook computer(s).

PROCEDURE

- 1. ACQUISITION OF A NOTEBOOK COMPUTER.** Regardless of whether a notebook computer is purchased by a department, donated to a department or transferred from another institution, if the value of the notebook is \$1,000 or more, the notebook computer will be charged as equipment, tagged and tracked through Oracle's Asset Management module.
- 2. PROTECTION OF PROPERTY.** The Equipment Entrustee is responsible for the safeguarding of each tag-able notebook computer assigned to him/her until the notebook computer is returned to the Departmental Equipment Custodian. Equipment Entrustees must take reasonable precautions to protect the notebook computer(s) entrusted to them. The University reserves the right to deny or revoke the assignment of a notebook computer to an Equipment Entrustee who has failed to safeguard a notebook computer in accordance with Property Control Operating Procedures and this AP-BA-29.2. In such cases, a desktop computer may be assigned to that employee in order to perform his/her job duties.
- 3. LOST OR MISSING NOTEBOOK COMPUTERS.** If a tag-able notebook computer is lost or missing, the Equipment Entrustee must write a written explanation of the circumstances regarding the missing notebook. This written explanation should be completed within 7 days of the realization that the notebook was missing. The written explanation will be submitted through channels to the Provost or appropriate Vice President who will determine if the Equipment Entrustee exercised reasonable precautions to protect and safeguard the tag-able notebook computer. A copy of the written explanation should also be forwarded to Property Control. If after 60 days from the realization that the notebook was missing, the written explanation has not been received by Property Control, an automatic determination of negligence will be made. This will result in the initiation of a payroll deduction in the amount of \$500 from the Equipment Entrustee's paycheck.
- 4. STOLEN NOTEBOOK COMPUTERS.** If it is determined or suspected that a tag-able notebook computer has been stolen, the Equipment Entrustee must immediately file a police report. In rare cases where the Equipment Entrustee is unable to file a report, the Departmental Equipment Custodian, Department Head and/or other University Official can file the University Police report on behalf of the Equipment Entrustee.
 - A. On UNO Campus. If at the time of discovery, the Equipment Entrustee is on the UNO Campus, Property Control and University Police (UNOPD) must be contacted and a report filed.
 - B. Not on UNO Campus. If at the time of discovery, the Equipment Entrustee is not on the UNO Campus, the local Law Enforcement unit must be contacted and an official police report filed. Upon return to the UNO Campus, the Equipment Entrustee is responsible for notifying:
 1. His/her immediate supervisor and Department Head;
 2. The University Police;
 3. Property Control

5. **INVESTIGATION.** Upon report of the tag-able notebook computer theft, University Police will conduct a complete investigation, forward the associated police report to Property Control and the appropriate Vice President or Provost and then effect arrests if necessary. If a notebook computer has not been located within 60 days from the date the theft was reported, Departmental Equipment Custodian should notify UNO's Office of Risk Management to complete a claim.

6. **DETERMINATION OF NEGLIGENCE.** The Provost or appropriate Vice President will review the police report (for stolen notebooks) or written explanation (for lost or missing notebooks) and determine whether the Equipment Entrustee exercised reasonable precautions to protect and safeguard the tag-able notebook computer. If it is determined that the Equipment Entrustee was negligent and failed to reasonably secure the tag-able notebook computer, the employee will be required to pay a fee of \$500. A copy of the written determination (of reasonable care or negligence) will be forwarded through channels to the Equipment Entrustee with a copy to Property Control. Property Control will contact the Vice President for Business Affairs, Accounting and Procurement, who will make arrangement with the Payroll Department for a payroll deduction. This fee will then be processed by payroll deduction through the Payroll Office. Some examples of negligence are:
 - A. The tag-able notebook computer is stolen from an unlocked vehicle (no sign of forced entry).
 - B. The notebook computer is taken from an unlocked and unoccupied office.
 - C. The notebook computer is misplaced.
 - D. The tag-able notebook computer is left in a public place and is then missing when the Equipment Entrustee returns.

RESPONSIBILITIES

Equipment Entrustees are responsible for taking reasonable precautions to protect and safeguard each tag-able notebook computer assigned to their care until the notebook computer is returned to the Departmental Equipment Custodian.

Departmental Equipment Custodians are responsible for performing the following functions regarding tag-able notebook computers (valued at \$1,000 or more): (a) retaining updated departmental files regarding notebook computers; (b) aiding Property Control personnel in locating and affixing inventory decals to each notebook computer acquired by the department; (c) completing and submitting the appropriate Property Control forms in a timely manner; (d) ensuring that the University Police are contacted for any stolen notebooks; (e) assisting Property Control with the annual physical inventory of notebook computers for his/her department; (f) ensuring departmental staff members are aware of Property Control procedures regarding notebook computers, as well as this AP-BA-29.2; and (g) promptly reporting to Property Control any notebooks that are transferred to another department by completing the *Property Transfers* form located at <https://www.uno.edu/pcm>. Departmental Equipment Custodians are also responsible for contacting

UNO's Office of Risk Management to complete a claim if a notebook computer has not been located within 60 days from the date the theft was reported.

Business Affairs is responsible for notifying Property Control once a tag-able notebook computer donation has been officially accepted by the University.

Property Control is responsible for: (a) ensuring that all tag-able notebook computers (valued at \$1,000 or more) are tagged within 60 days of receipt, (b) ensuring that all tag-able notebook computers have their serial numbers recorded in the property system, (c) ensuring an Equipment Entrustee Form is completed.

Purchasing Department is responsible for coding tag-able notebook computers (costing \$1,000 or more) as equipment so that they will be tracked through the Asset Management module within PeopleSoft.

University Police Department (UNOPD) is responsible for promptly completing a police report once notified by department personal of a stolen tag-able notebook computer, conducting an investigation and forwarding the police report to Property Control and the appropriate Vice President or Provost.



John W. Nicklow
President
University of New Orleans