



Facilities Services Department

Theft

Applies to: All Employees in Facilities Services

Issued: January 27, 2015

Updated:

POLICY

This policy sets expectations and requirements for employee behavior regarding theft. Facilities Services employees play a critical role in the operation of the university, and the university has entrusted them with responsibility for the maintenance and operation of the campus. As a result, employees will have access to almost all areas of campus.

Employees are expected to conduct themselves with integrity and remain above reproach in all respects. Accordingly, Facilities Services employees are absolutely prohibited from taking or possessing any property that does not belong to them.

DEFINITIONS

- 1) **Theft** – the wrongful taking and carrying away of the personal goods or property of another.
- 2) **Property** – includes items, funds, supplies, or possessions that do not belong to the employee.
- 3) **Possession** – includes any control or custody over property, including, but not limited to, placing it in an office, a locker, or a vehicle. It does not include using property that an employee possesses in the scope of the employee's job.

POLICY GUIDELINES

- 1) This policy prohibits all Facilities Services employees from taking property that does not belong to them, and it prohibits employees from possessing property that does not belong to them, even if the employee did not take it.
- 2) This policy applies to all university grounds and buildings, including, but not limited to, all academic and administration buildings, residential buildings, unenclosed areas, common areas, maintenance areas, dining and kitchen areas, athletic facilities, leased or rented space, parking areas, and any other space owned, operated, leased or controlled by the university.
- 3) This policy applies to all property on campus, regardless of whether it belongs to the university or a person.
 - a) In order to eliminate any confusion about whether an item has been discarded, this rule applies to discarded items, recycled materials, abandoned property, and trash.
 - b) If an employee finds property of value on campus that he/she believes was mistakenly left behind (i.e. cellphone in a restroom), they are to contact their immediate supervisor who will then handle the situation accordingly. Under no circumstances should the employee take possession of the item.
- 4) Any Facilities Services employee suspected of violating this policy will be placed on administrative leave with pay (suspended) pending an investigation.
 - a) Once the investigation is completed, if the employee is believed to have violated the policy, a pre-termination hearing will be conducted. If it is determined that the employee did violate the policy, he/she will be terminated for Gross Misconduct and not given the option of resignation.
 - b) Violations of this rule may be referred to appropriate law enforcement authorities.