

Subject:		Issued By:	
REPORTING STOLEN PROPERTY		PURCHASING	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
804	August 31, 2005	March 30, 2008	June 15, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #804, original Reporting Stolen Property Policy dated 3-1-93 and updated as of 8-31-05.

PURPOSE

To ensure the proper reporting of incidents involving theft of property from Research Participants, visitors, HRA Staff Members, or from HRA itself.

POLICY

1. **ALL THEFTS MUST BE REPORTED TO USC PUBLIC SAFETY:** All thefts of property belonging to Research Participants, visitors, HRA or HRA Staff Members shall be immediately reported to USC's Department of Public Safety at the Health Sciences Campus non-emergency number: (323) 442-1200. When a theft occurs, all HRA Staff Members are required to cooperate in any investigation(s);
2. **POLICE OR INCIDENT REPORT REQUIRED FOR THEFT OF HRA PROPERTY:** HRA requires a police or incident report to document a theft of HRA-owned property. In order to obtain copies of a police report, or of an incident report from USC's Department of Public Safety, the requesting party must either be listed as a victim or a reporting party on the original report. When requesting copies of a USC Department of Public Safety report, the requesting party must fill out and submit a "Report Request" form (forms may be found in the front lobby of the Department), then return in three business days to receive the report copies. For additional information on copies of USC Department of Public Safety incident reports, call (213) 740-5524.

RESPONSIBILITY

All HRA Staff Members

REFERENCES

California Penal Code, Section 11108
DHS Policy 933