UNIVERSITY POLICY

SUBJECT:	ADMINISTRATION		**TITLE:**	TEMPORARY PROPERTY REMOVAL	
CATEGORY: Check One	**Board of Trustees** ☐	**Presidential** ☒	**Functional** ☐	**School/Unit** ☐	
Responsible Executive:	Senior Vice President for Administration		**Responsible Office:**	Public Safety	
CODING:	00-01-10-80:10	**ADOPTED:**	07/01/87	**AMENDED:**	02/16/10
				LAST REVIEWED:	02/16/10

I. PURPOSE

To establish standard operating procedures for temporary removal of University property.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Administration, shall ensure compliance with this policy. The Director of Public Safety shall implement this policy in collaboration with the Executive Vice President, Senior Vice Presidents, President/CEOs of the Healthcare Units, Deans and Vice Presidents or their designees.

III. POLICY

A. Requirements:

1. The responsibility concerning the use, temporary removal and safekeeping of the UMDNJ property shall come under the control of the Executive Vice President, Senior Vice Presidents, President/CEOs of Healthcare Units, Deans, Vice Presidents or their designees for their respective areas.

2. Any faculty, staff member or student who is found to be in violation of this policy is subject to appropriate disciplinary action up to and including dismissal.

3. For property that is to be removed permanently, refer to University policy, Surplus Furniture and Equipment, 00-01-50-65:00.

4. This policy shall not apply to laptop computers that are issued by UMDNJ departments to employees to allow them to work at home. Every department which allows home use of laptop computers is required to monitor and control their use.

5. Temporary removal of property is documented on the PROPERTY REMOVAL PASS (UMD Form 20A). This form may be downloaded by accessing the UMDNJ homepage and typing Property Removal Pass in the search box.

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B. Responsibilities:

1. Faculty, staff or student requesting temporary removal of University property is required to fill out the Property Removal Pass and obtain approval as specified in this policy

2. Public Safety Officers are responsible for:

   a. visually inspecting property or packages which may contain UMDNJ property being removed from UMDNJ facilities, reviewing the Property Removal Pass to ensure that it is properly filled out, e.g. the name of individual, location, and Executive Vice President, Senior Vice President, President/CEO, Dean, Vice President or designee of the faculty, staff member or student removing the property; and

   b. contacting the authorizer when property is being removed without proper authorization or when the contents do not match the authorization form.

3. The Deans, Executive Vice President, Senior Vice Presidents, President/CEOs and Vice Presidents are responsible for:

   a. the safekeeping of UMDNJ property within his/her unit;

   b. ensuring that the requestor has followed the correct procedure for removing and returning property;

   c. designating an individual(s) within their unit, as needed, who will monitor the property removal requests; and

   d. notifying the Public Safety Department, the Human Resources Department and the Office of Asset Management when property is removed without permission or is not returned.

4. The Investigations Unit (Newark, Piscataway and New Brunswick Campuses) and the Operations Unit (Camden and Stratford Campuses) of the Public Safety Department are responsible for investigating unreturned items at the request of a Dean or Vice President.

5. The Office of Assets Management is responsible for reviewing any item that is planned for permanent removal and determining whether the item is obsolete or has a useful value. Reference University policy, Surplus Furniture and Equipment, 00-01-50-65:00.

IV. PROCEDURE

Temporary Removal and Return of Property

Performed By	**Action Taken**
Requestor (Person Removing or Returning Property)	1. Fills out three copies of the Property Removal Pass and obtains approval as specified in this policy.
Executive Vice President, Senior Vice President, President/CEO, Dean, Vice President or designee	2. Approves the temporary removal of University property.
	3. Files one (1) copy of the Property Removal Pass in the departmental files.

Performed By	**Action Taken**
Requestor (Person Removing or Returning Property)	4. After obtaining permission, under step 2 above, provides one (1) copy of the Property Removal Pass to the Public Safety Officer before leaving the building. If the property is to be taken off campus on a daily basis, this will be noted on the form. In this case, it will not be necessary to obtain a separate form for each removal.
Public Safety Department	5. Reviews the written approval, and if necessary, contacts the Executive Vice President, Senior Vice President, President/CEO, Dean, Vice President or designee to verify accuracy of authorization.
Requestor (Person Removing and Returning Property)	6. Returns the property/package according to the schedule agreed upon by the Executive Vice President, Senior Vice President, President/CEO, Dean, Vice President or designee. Retains one (1) copy of the Property Removal Pass.
Executive Vice President, Senior Vice President, President/CEO, Dean, Vice President or designee	7. If the requestor has not returned the property by the agreed upon date, and demonstrates no effort to return the item(s), contacts the Human Resources and the Public Safety Departments and submits a copy of the Temporary Property Removal Authorization.
	8. Determines appropriate disciplinary action after consultation with Human Resources.
Public Safety Department	9. Reviews the situation and attempts to obtain the item.

By Direction of the President:

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Senior Vice President for Administration