


Administrative Procedure Reporting Loss or Theft of Equipment	
	Department: Corporate Services
	Approved by: Leadership Council
	Date Approved: June 21, 2024
	Revision Date(s):
	Review Date:
	External References
	<ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • <i>Criminal Code of Canada, 1985</i>
Internal References	
<ul style="list-style-type: none"> • None 	

Purpose

- This administrative procedure provides guidelines for Saskatchewan Distance Learning Centre (Sask DLC) employees and students to report any loss, damage or theft of equipment issued by Sask DLC.

Scope

- This administrative procedure applies to all Sask DLC employees and students who have been issued equipment by Sask DLC.

Policy Statement

- Sask DLC is committed to ensuring that its employees and students have access to the necessary equipment and resources to effectively fulfill their roles in delivering and accessing online learning education.
- It is the responsibility of every employee and student to ensure the safety and security of the equipment provided to them for educational purposes. In the event of loss, damage or theft, employees and students are required to report the incident promptly to Sask DLC and, if applicable, to local law enforcement authorities.
- If any of Sask DLC’s equipment is found to be damaged or missing from an employee's or student's possession, they may be required to purchase a replacement. An exception to this policy may be considered on a case-by-case basis at the discretion of Sask DLC management, taking into account factors such as the circumstances surrounding the loss, damage or theft and the employee's or student's history of responsibility.

Procedures:

1. REPORTING LOSS, DAMAGE OR THEFT OF EQUIPMENT

a) Employees

- i. Employees who discover the loss, damage or theft of Sask DLC equipment in their possession must immediately report the incident to their immediate supervisor.
- ii. Employees must complete and submit the Sask DLC's Loss or Theft Report form to their immediate supervisor within 48 hours of discovering the incident.
- iii. The immediate supervisor will review, sign, and forward the completed form to the department responsible for managing the lost, damaged or stolen equipment.

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b) Students

- i. Students who discover the loss, damage or theft of Sask DLC equipment in their possession must immediately report the incident to their campus principal.
- ii. Students must complete and submit the Sask DLC's Loss or Theft Report form to their campus principal within 48 hours of discovering the incident.
- iii. The campus principal will review, sign, and forward the completed form to the department responsible for managing the lost or stolen equipment.
- iv. If the missing Sask DLC equipment is an electronic device containing sensitive information or data, such as a laptop or mobile device, the campus principal should also inform IT.

2. REPORTING THEFT OF EQUIPMENT TO LOCAL LAW ENFORCEMENT

a) Employees

- i. If the equipment is believed to have been stolen, the employee should file a report with local law enforcement as soon as possible.
- ii. When filing the report, employees should provide all relevant details regarding the lost or stolen equipment, including its description, serial number (if applicable), the location where it was last seen and the circumstances surrounding its disappearance.
- iii. Obtain a copy of the police report or incident number for documentation.

b) Adult Students (18 years of age or older)

- i. Adult students (18 years of age or older) should file a report directly with local law enforcement regarding theft incidents.
- ii. When filing the report, students should provide all relevant details regarding the lost or stolen equipment, including its description, serial number (if applicable), the location where it was last seen and the circumstances surrounding its disappearance.
- iii. Obtain a copy of the police report or incident number for documentation.

- c) Minor Students (under 18 years of age)
 - i. In case of theft, minor students (under 18 years of age) should immediately report the incident to their parents or guardians.
 - ii. Parents or guardians should file a report with the local law enforcement immediately.
 - iii. When filing the report, parents or guardians should provide all relevant details regarding the lost or stolen equipment, including its description, serial number (if applicable), the location where it was last seen and the circumstances surrounding its disappearance.
 - iv. Obtain a copy of the police report or incident number for documentation.

3. Replacement

- a) Upon notification of the loss, damage or theft, the department responsible for managing the equipment will assess the situation and determine the appropriate course of action.
- b) Depending on the circumstances and availability, the department responsible for managing the equipment may provide a replacement for the lost, damaged or stolen equipment.
- c) Replacement equipment will be issued to the employee or student upon completion of necessary paperwork and any applicable fees.

4. Roles and responsibilities

- a) Employee:
 - i. Report lost, damaged or stolen equipment promptly to the appropriate channels.
 - ii. Complete the Sask DLC Loss and Theft Report form within 48 hours of discovering the incident.
 - iii. Provide all necessary information and cooperate with any investigations related to the incident.
 - iv. Provide payment for the lost, damaged or stolen equipment if it has been determined that the employee is financially responsible.
- b) Student:
 - v. Report lost, damaged or stolen equipment promptly to the appropriate channels.
 - vi. Complete the Sask DLC's Loss and Theft Report form within 48 hours of discovering the incident.
 - vii. Provide all necessary information and cooperate with any investigations related to the incident.
 - viii. Provide payment for the lost, damaged or stolen equipment if it has been determined that the student is financially responsible.
- c) Supervisor:
 - i. Receive and document employee reports regarding the loss, damage or theft of Sask DLC's equipment.
 - ii. Complete the Sask DLC Loss and Theft Report form and forward the completed form to the department responsible for managing the equipment.
 - iii. Notify relevant departments of the situation as soon as possible.

- iv. Work closely with local law enforcement and relevant departments to initiate the necessary investigations or actions to address the situation.
- d) Campus Principal:
- v. Receive and document student reports regarding the loss, damage or theft of Sask DLC equipment.
 - vi. Complete the Sask DLC Loss and Theft Report form and forward the completed form to the department responsible for managing the equipment.
 - vii. Notify relevant departments of the situation as soon as possible.
 - viii. Work closely with local law enforcement and relevant departments to initiate the necessary investigations or actions to address the situation.
- e) Department Responsible for Managing the Equipment:
- i. Coordinate efforts to locate or replace the damaged/missing equipment. I.e., gather any technical details necessary for the employee or student to file a report such as make, model, serial number, etc.
 - ii. Work closely with local law enforcement and other departments to ensure proper documentation and resolution of the incident.
 - iii. Mark the equipment as lost, damaged or stolen in the asset management system and update inventory records accordingly.
- f) IT:
- i. Disable the electronic device (i.e., laptop computer, cell phone) to prevent unauthorized access.
 - ii. Reset the user's password and any password for non-Single Sign On (non-SSO) applications or services if the electronic device is a computing device (i.e., laptop device).
- g) Finance:
- i. Determine the amount and form of payment when an employee or student is found to be financially responsible for covering the cost of lost, damaged or stolen equipment.
 - ii. Facilitate the reimbursement process in the event the lost or stolen equipment are recovered in a usable state.

Definitions

- **Damage:** Refers to any physical harm that impairs the value, usefulness or normal function of the Sask DLC-issued equipment.
- **Loss:** Refers to the disappearance of Sask DLC-issued equipment where its location is unknown and it cannot be accounted for.
- **Theft:** Refers to the unlawful taking of Sask DLC-issued equipment with the intent to permanently deprive the organization of it.

- **Equipment:** Refers to any physical assets owned or leased by Sask DLC and used in the course of business operations or for students to access educational services, including but not limited to computers, laptops, mobile devices, office furniture, and other relevant items.

- **Supervisor:** Refers to Sask DLC managers who are responsible for managing and overseeing the daily operations of employees.
- **Local Law Enforcement:** Refers to a law enforcement agency responsible for enforcing laws in the town or city where the theft occurred.
- **Campus Principal:** The principal of a Sask DLC campus.