



**UNIVERSITY OF DENVER
POLICY MANUAL
REPORTING AND INVESTIGATING MISUSE
OR THEFT OF UNIVERSITY ASSETS**

Responsible Department: Campus Safety
Recommended By: Director of Campus Safety,
Executive Director of Enterprise Risk Management
Approved By: Chancellor

Policy Number
SAFE 7.10.062

Effective Date
11/14/2022

I. INTRODUCTION

The University of Denver is responsible for overseeing the appropriate use and management of its assets. This Policy sets forth the process for the reporting and investigation of misuse and/or theft of University Assets.

II. POLICY OVERVIEW

- A.** Any University Official who receives information or evidence of an attempted arson, or arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of any University Assets must promptly report such information or evidence to Campus Safety. The University encourages other members of the University community, such as students and volunteers, to make such reports. Individuals may make such reports anonymously through the [University's confidential reporting hotline](#) if the information or evidence does not present an immediate risk to the safety, health or wellbeing of members of the University community.
- B.** Except for individuals with the Division of Campus Safety, Internal Audit or other units authorized to conduct such investigations, members of the University community who receive information or evidence regarding theft or misuse of University Assets should not attempt to conduct an investigation related to the activity.
- C.** University policy prohibits retaliation against individuals who make reports or participate in investigations pursuant to this Policy. See University Policy 18.10.010 – *Retaliation and Whistleblower Protection*.
- D.** University Officials must direct all inquiries from the media or external parties related to reports made or investigations under this Policy to the Division of Marketing and Communications.
- E.** Any University Official who fails to make a report as required by this Policy may

be referred for corrective action.

- F. All University Officials are expected to exercise due care in their handling of University Assets and to use University Assets only for authorized purposes. The unauthorized removal of University Assets from University Premises and/or conversion of University Assets for personal use are prohibited.
- G. University Officials must return any University Assets issued to them to the University at the time the individual's employment or other relationship with the University ends or when requested by the supervisor of an employee or another authorized University Official.
- H. The University assumes no responsibility for loss or damage to a University Official's personal property that is on University Premises.

III. PROCESS OVERVIEW

- A. Upon receipt of a report pursuant to this Policy, Campus Safety will notify:
 - 1. Internal Audit immediately for reports involving potential financial irregularities, misappropriation of funds, or embezzlement;
 - 2. the Division of Enterprise Risk Management for all reports;
 - 3. the Controller's Office for reports involving Capitalized Equipment;
 - 4. IT Security Office for reports involving the unauthorized access to, destruction of, or misuse of University computers, systems or networks [refer to [Computer and Network Acceptable Use Policy](#) referenced below]; and
 - 5. the Office of Research and Sponsored Programs for reports involving University Assets purchased with federal grant funds.
- B. The University expects all affected units and University Officials to cooperate with investigations conducted pursuant to this Policy.
- C. The University may pursue recovery of monetary losses related to a report under this Policy through civil proceedings whether or not any individual is convicted of any crime(s) related to the matter.

IV. DEFINITIONS

- A. **“Capitalized Equipment”** refers to furniture, fixtures, and equipment with a unit acquisition cost of \$5,000 or greater and a useful life in excess of one year that the University classifies as capitalized and tags and inventories annually.
- B. **“University Assets”** include, but are not limited to money, negotiable

securities, supplies, equipment, facilities, licenses and rights, and all other property owned by or entrusted to the University for the purpose of carrying out University functions, regardless of where the assets are located or by whom they are held, as well as services provided by the University.

C. "University Premises" includes, but is not limited to, all indoor and outdoor common and educational areas, all University owned, leased, or operated facilities, University owned or operated housing (including but not limited to University property leased to University-recognized fraternities and sororities), campus sidewalks, campus parking lots, recreational areas, outdoor stadiums, and University owned or leased vehicles (regardless of location). University Premises does not include municipal property that goes through or is adjacent to campus, such as sidewalks or alleys.

V. RESOURCES

A. Policy FINA 2.30.050 – *Property Control*

B. [Property Control Procedures](#)

C. Policy FINA 2.30.051 – *Disposition of Surplus Property (Assets and Equipment)*

D. Policy IT 13.10.010 – *Use of Computer and Network Systems*

Revision Effective Date	Purpose