



POLICY STATEMENT 290 Theft & Misappropriation of Assets Policy

Revision: 0 (First Release)
Last: Reviewed: March 2025
Effective: March 27, 2025

**In cases where names listed below have not been updated, the person currently holding the position referenced will be the appropriate employee responsible for associated task.*

***A communication regarding this policy should be emailed to all employees at least once per Fall and Spring semesters. A template is posted as an addendum to this policy and is available below.*

GENERAL STATEMENT:

Reports of theft/misappropriation of funds or assets/equipment (e.g., movable property) are made to the LSUA University Police Department for investigation (criminal) and/or notification to DOA/LPAA, LLA, and DA (relevant jurisdiction), as applicable. The Chief of Police or Executive Vice Chancellor for Administration (as determined below) then sends written notification and copies the Office of Internal Audit (OIA) on the email communication, fulfilling the reporting requirement of La. R.S. 24:523.

GENERAL PROCEDURES:

Section 1: Reporting Procedures

A. Immediate Reporting Requirements

1. All suspected theft or misappropriation of university assets/equipment (including movable property) must be reported immediately to:

LSUA University Police Department (UPD)
non-emergency: (318) 473-6427
universitypolice@lsua.edu

2. All suspected misappropriation of university financial resources (including, but not limited to cash, inappropriate spending, violation of LSU/Louisiana Ethics) must be reported to LSU Ethics & Integrity Hotline

Online: <http://lsu.ethicspoint.com>
Phone: (855) 561-4099



B. Direct Campus Reports

1. Employees witnessing suspicious activity or discovering missing items must notify their immediate supervisor **and** UPD directly.

For equipment storing sensitive data, additionally notify LSUA IET Services:

Jason Normand, CIO
jason@lsua.edu
(318) 427-4442

2. Reports filed via EthicsPoint are automatically routed to LSU's Office of Internal Audit and/or LSU Office of General Counsel for review and/or investigation.

Section 2: Investigation Process

A. UPD Responsibilities

1. Conduct preliminary criminal investigations, including:
 - Securing evidence.
 - Interviewing witnesses.
2. Determining if forced entry occurred.
3. Provide written incident reports to:
 - Human Resources (for employee-related cases).
 - LSUA Property Management (for asset tracking).
 - LSU Office of Internal Audit
4. OIA investigates financial irregularities or policy violations, preserving documentation for administrative/legal proceedings.

Section 3: Required Notifications

A. External Agency Reporting

1. Louisiana Property Assistance Agency (LPAA): Required for sensitive items or capital assets.



2. Louisiana Legislative Auditor (LLA): Mandatory for misappropriation exceeding \$50,000 or per La. R.S. 24:523.
3. District Attorney (DA): For criminal prosecution, based on jurisdiction.
4. Internal Communications – Senior Leadership if applicable.
5. The Chief of Police (Don Collins) must submit written notification of theft/misappropriation to LPAA, LLA, and DA (relevant jurisdiction), as applicable, within 3 business days and copy OIA on the communication.
6. Should the Chief of Police be unable to fulfill this communication, the Executive Vice Chancellor for Administration (Deron Thaxton) will submit.

Section 4: Documentation & Follow-Up

- A. Asset Action Request: Submit a completed Asset Action Request form to LSUA Property Management for stolen/missing items.
- B. Records Retention: Incident reports and inventory records retained for 5 years post-investigation.

REFERENCES:

LSUA Policy Statement 261 (Lost/Stolen Items)
LSU PM-76 (Financial Irregularities)
La. R.S. 24:523 (Legislative Auditor Reporting)

APPROVED: _____

A handwritten signature in black ink, reading "Paul Coreil", is written over a horizontal line.

Paul Coreil, Ph.D., Chancellor

3/27/2025

Date



TEMPLATE: March 27, 2025

Dear LSUA Faculty and Staff,

Maintaining accountability for university property is a shared responsibility. All employees are required to immediately report any suspected theft or misappropriation of university assets, equipment, or financial resources in accordance with LSUA policy and state law. If you become aware of any incident(s) that fit into this category, here's what you should do:

Report Immediately:

- **Movable property or equipment:** Report to the LSUA University Police Department at (318) 473-6427 or universitypolice@lsua.edu
- **Financial concerns or ethics violations** (*e.g., cash misuse, inappropriate spending*): Report via the LSU Ethics & Integrity Hotline found at: <http://lsu.ethicspoint.com>, or call (855) 561-4099

Notify Your Supervisor:

If you witness suspicious activity or find something missing, alert your immediate supervisor and UPD directly.

For items that may contain sensitive data, in addition to steps above, also notify IET Services: Jason Normand, CIO, jason@lsua.edu, (318) 427-4442

All reports are taken seriously and investigation as deemed appropriate. Timely reporting ensures the University meets legal obligations, protects university assets, and maintains trust across our campus.

For questions or more details please call contact the Executive Vice Chancellor for Administration, or refer to:

- LSUA's procedure for theft/misappropriation at: **LINK**
- LSUA's Policy on University Assets: PS-261 – **LINK**
- LSU PM-76: Detection, Reporting and Investigation of Incidents of Financial Irregularity: **LINK**
- Louisiana Revised Statute 24:523.

Thank you for your attention to this important matter and for doing your part to protect LSUA's resources.