

<b>SUBJECT:</b> Facilities and Safety Theft Policy	<b>Effective Date:</b> 7/11/2013	<b>Policy Number:</b> FSP 2013 FS0004	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities & Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all Facilities & Safety employees.

**POLICY STATEMENT:**

Facilities and Safety strives to uphold the core values of the UCF Creed, which includes the value of integrity. Employees who take items that do not belong to them will be subject to disciplinary action up to, and including, dismissal. This includes “loaning” items to oneself for personal use, removing items from offices and refrigerators; taking UCF property, whether or not inventoried; acquiring material remnants, parts, or supplies used in the day-to-day operations of the campus, such as wood and metal products; and taking property left behind by faculty, staff, students, and visitors, whether lost or discarded, etc. University processes are in place for disposition of such items through: University Surplus, University Recycling and Solid Waste Management, Lost and Found, Housing and Residence Life, and donation collection points in support of a specific cause or organization.

For employee safety and business process reasons, items that have been placed in trash cans, boxes, donation boxes, dumpsters, roll-off boxes, recycling bins or stations, mechanical rooms, building interiors and exteriors, grounds, parking lots, roadways, etc.; and the personal belongings of others are off limits. Items left by students in the residential halls and apartments may not be taken by employees for personal use, and must be delivered to the Residence Life Office upon discovery. Materials placed in roll-off boxes or dumpsters are the property of the vendor providing these containers.

On rare occasions, Facilities and Safety employees may be directed by supervision to remove materials from roll-off boxes, dumpsters, or other locations for official business purposes. Employees moving these materials will use appropriate personal protective equipment, and will perform the work in a safe manner.

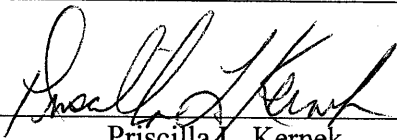
REFERENCES:

UCF Housing and Residence Life: <http://www.housing.ucf.edu/contact/>

UCF Police Department Property Auction (lost and found process):  
<http://police.ucf.edu/unclaimed.html>

UCF Recycling Services: <http://www.ucf.edu/azindex/#az-f>

UCF Surplus Property: <http://www.rm.fs.ucf.edu/ENT/surplus/>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	