**DALTON STATE COLLEGE THEFT POLICY**

Originated August 2018 Reviewed October 2020

I. Dalton State shall take every reasonable step to develop and implement effective physical access control and security systems procedures in order to facilitate safety and instill a culture of security throughout the agency locations.

II. Dalton State makes day-to-day decisions regarding their overall building security. These decisions include establishing guidelines for qualifications required for access to buildings under their control, door lock schedules, and alarm activation and deactivation schedules. Dalton State has the responsibility for security protocols for any individual building location. Each building occupant is responsible for the security/safety at that location.

III. Dalton State expends significant efforts to provide a safe environment for all employees, students, and visitors. It utilizes various methods to achieve this mission. Measures such as closed-circuit cameras, access cards, door lock and key maintenance, alarm systems, call boxes, police patrols, and inventory control, routine light surveys, etc. are utilized. These provisions are also a part of building planning and construction. The extent of the protection is determined by the exposures at the location.

IV. All business and accounting operations shall follow the Georgia State Accounting Office (SAO) provisions.

State Accounting Policy Manual: <https://sao.georgia.gov/policies-and-procedures/accounting-policy-manual>

State Business Process Policy: <https://sao.georgia.gov/policies-and-procedures/business-process-policies>

V. Many agencies use PeopleSoft Asset Management module to maintain an equipment inventory. Dalton State conducts an annual physical inventory to keep the inventory up to date. Each asset included on the fiscal year-end equipment asset listing is part of a physical inventory during the fiscal year. Identification numbers are assigned to inventoried equipment that are considered capital assets. The inventory number should be placed on the equipment prior to the equipment going into service. Large items that are not capital items are identified as State Property. This is done with decals, barcodes, stickers to reduce pilferage. Assets that are stolen or damaged are reported to DOAS.

VI. If Dalton State property is determined to be missing, a report to the DSC Department of Public Safety will be made. The Public Safety Department will forward the report to the Risk Manager for evaluation and submittal to DOAS as appropriate. The Public Safety Department will work with the Risk Manager and other College Departments to ensure appropriate sanctions are sought.

VII. Dalton State follows all USG section 16 policies such as: 16.6 Reporting Wrongdoing, 16.5 Ethics and Compliance, etc. In addition, Dalton State utilizes the Georgia Accounting Office Internal Controls Policy.