

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 1	DIRECTIVE NO. A12
	ORIGINATOR Vice President, Finance & Administration	
	APPROVED BY Board of Governors	
TITLE THEFT	EFFECTIVE DATE 2001.08.21	REPLACES 1995.02.07

POLICY

It is the policy of the Board of Governors of Algonquin College that when a theft is discovered, a preliminary investigation will be carried out.

PROCEDURES, ROLES & RESPONSIBILITIES

1. Once a theft is discovered, the Vice President, Finance & Administration will be informed and a preliminary investigation will be carried out by the Physical Resources Department, Protection Services Division.
2. The information gathered therefrom will be turned over to the Police, who in turn, will make the decision whether or not Police action is warranted.
3. The College may take further administrative, civil or criminal action at the discretion of the President's Executive Committee (PEC).

(original signed by)

President