

## **2.363 LAPTOP THEFTS**

- A. There are various software programs that make it possible to track, locate, and recover stolen laptop computers.
- B. Many current university owned laptops are, and all future university purchased laptops will be, equipped with Computrace® tracking and recovery software. This tracking program can be activated by Communications personnel if the software has been installed on stolen university owned laptops.
- C. Officers who take reports for lost or stolen laptops will:
  - 1. Include in their reports:
    - a. Whether or not Computrace or other tracking software described by company name was installed; and
    - b. Computer make, model, and serial number to facilitate NCIC entry.
  - 2. Tell owners with other forms of tracking software to:
    - a. Ensure the tracking function is activated and
    - b. Report all hit information to investigating officers as soon as possible.
- D. Cases will be suspended and investigating officers will not be required to complete routine follow-up reports once all regular investigative leads have been exhausted. However, these cases will be reopened and assigned to an investigations related unit if other leads, including Computrace or other tracking software hits are developed.

### **2.363.02 University Owned Laptop Thefts – Computrace**

- A. For lost or stolen Computrace equipped laptops:
  - 1. If from on campus locations, officers will conduct initial investigations and obtain information necessary for Communications to complete NCIC and Computrace entries; or
  - 2. If from off campus locations, officers will:
    - a. Obtain police case report numbers for the related reports written by allied agencies; or
    - b. If the incidents were not reported to allied agencies, initiate a TUPD “Assist Other Jurisdiction” report and encourage the victims to file police reports with the appropriate allied agency; and
    - c. Obtain information necessary for Communications to complete Computrace entries.
- B. Communications personnel will enter required information into NCIC and, if applicable, activate Computrace tracking.
- C. Staff assigned to Central Records will:
  - 1. Log onto the TU Computrace email account every business day; and
  - 2. Promptly report any hits by email to the investigations supervisor or designee who will ensure that investigative leads are pursued.