



## **BEST PRACTICES GUIDE FOR ATTRACTIVE/SENSITIVE PROPERTY**

### **INTRODUCTION**

University Property Policy [4-OP-D-2-F](#) defines attractive/sensitive property as expendable items that are prone to theft because they are either portable, contain new technology, or are easily adaptable for personal use. Expendable items are those non-consumable property items with a useful life of less than one year and/or an acquisition costs of less than \$5,000.

Some common examples of attractive/sensitive property are:

- Firearms and other weapons
- Computers (desktop, tablets, and laptops) including network servers
- Portable printers, scanners, projectors
- Cellular/smartphones
- Televisions and other audiovisual equipment
- Cameras

### **DEPARTMENT RESPONSIBILITIES**

Since attractive/sensitive property has an acquisition cost of less than \$5,000, the item is not capitalized and therefore not inventoried as part of the annual inventory requirement; however, it is the Department's ultimate responsibility to safeguard all University property. The Department must:

- Establish and implement policies and procedures necessary to safeguard attractive/sensitive property.
- Share policy with departmental staff and continuously educate staff on attractive/sensitive property guidelines.
- Periodically review written policies to ensure they are adequately meeting the department's needs.
- Determine method, timing, and frequency of periodic inventories. An annual inventory of all attractive/sensitive property is recommended.

### **UNDERSTAND WHAT ATTRACTIVE/SENSITIVE PROPERTY IS AND HOW TO IDENTIFY AND ASSESS RISK**

Identifying and tracking attractive items will serve to deter theft, be useful for insurance purposes, and maximize control of equipment that, if lost/stolen, the exposure to loss is greater than the department should accept (example – information security exposure due to loss of computers or items with media storage).

Below are some things to consider when evaluating risk and determining what should be treated as an attractive item:

- Has item been stolen in the past?
- How portable is the item?
- Is it new technology or a high tech item?
- Is it adaptable for Personal Use?
- Does it contain critical or sensitive data?
- What is the location and accessibility of the Item?

It is helpful to utilize a Quantitative Risk Matrix in evaluating if an item should be treated as attractive/sensitive property (example below):

AREAS OF RISK							
	Risk Ranking: (1)-Low (2)-Moderate (3)-High (4)-Extremely High						
ITEM	Previously Stolen	Portability	High Tech	Adaptable for Personal Use	Sensitive Information	Location or Security of Information	TOTALS
Laptop	3	4	4	4	4	2	<b>21</b>
Apple Computer	2	3	4	4	4	3	<b>20</b>
Projector	1	1	2	1	1	2	8
Wall Picture/Painting	1	2	1	4	1	2	11
Departments to set their allowable risk ratings. For example, any item totaling 15 or more will be classified as an attractive/sensitive item.							

### COST/BENEFIT ANALYSIS

A Department should also consider the cost/benefit of adding attractive items. In this instance, cost-benefit analysis makes a comparative assessment of all the benefits received by tracking non-capital property as an attractive item compared to cost involved with the process of marking and tracking the attractive item. For high risk non-capital property, one should further evaluate the item's age and associated market value.

- Example, a piece of scientific equipment (non-capital) was determined to be high risk. It was never tagged as an attractive item by the previous Property Manager. Now considering it's already twelve years old and the market value is around twenty-five dollars, it probably doesn't need that extra level of tracking at this point.
- On the other hand, a computer server (non-capital), may also be old and have little to no market value; however, "cost" of losing the sensitive data on the machine may be very high which

would likely mean identifying the item as attractive would be worthwhile. University Policy [4-OP-H-5](#), Information Security Policy, provides guidelines on the appropriate handling of sensitive data.

### **TRACKING OF ATTRACTIVE/SENSITIVE PROPERTY**

Once the determination has been made to classify and track an item as attractive/sensitive property, the following should also be thought through:

- Is the Department's Property Manager and/or Custodian made aware of new non-capital acquisitions that may need to be tracked? Things to consider:
  - Is there communication between the department's budget manager (or department's buyers) and the property manager?
  - Is there communication between the Foundation and the department's property manager for notification of donations that fall below the capitalization threshold?
  - Is there communication between Sponsored Research and the department's property manager to ensure notification of equipment being transferred in with a professor for research?
  - Become familiar with account codes where typical attractive items would be coded. Periodically review the general ledger transactions to find purchases that may not have been previously identified as attractive. Examples of these account codes include:
    - 741153 – Equipment Computer/IT Expendable
    - 741165 – Equipment Audio/Visual Expendable
    - 741191 – Equipment Lab/Medical Expendable
    - 741121 – Equipment Office/Other Expendable
- Visual observation of Department space.
  - Tour the Department and look for equipment that is high risk. Does it have some kind of property tag or marking on it?
  - Pay attention to the location of equipment and make note about its security and whether it is in a high traffic area or not.
  - Communicate with department staff as to their need for tracking certain high risk equipment in their area.

### **RECORDING ATTRACTIVE/SENSITIVE PROPERTY**

Once identified, the Department can choose to track their attractive/sensitive property in a couple of different ways. For smaller departments with just a handful of items, they may just use an Excel spreadsheet. For Departments with a larger volume, they can take advantage of tracking their attractive/sensitive property in OMNI.

- Tracking Using Excel:

Departments should record basic information on the spreadsheet to include description of property, acquisition date, cost, serial number, and location. Using Excel, many more details could be tracked such as the in-service date, manufacturer, and purchase order to name a few. Maintenance records could also be captured. Ideally, one person should be assigned the responsibility for maintaining an

accurate list. This would include adding new items, deleting items, and updating for changes (such as a new location). Placing a decal on the items might also be useful. The Department can purchase their own labels which should state "Property of FSU" and use a numbering system. Alternatively, blank attractive item labels could be requested from the Controller's Office (even though the property is not tracked in OMNI). The Department would mark the labels with their own numbering system. Other alternate methods of marking include engraving, stenciling, or painting.

- Tracking Using OMNI:

Using OMNI is a free resource available to departments. Items are added to OMNI records by the Controller's Office via an [Attractive Item Addition](#) form, as completed by the Property Manager or Custodian. The form is submitted via email to CTL-AssetManagement@fsu.edu. The items are added as non-capital assets in the Asset Management module of OMNI. OMNI can record information such as the acquisition date, cost, description, manufacturer, serial number, location, and comments. Photos of the property can also be attached, if desired, to the property record. A property tag will be issued for the item but it is the Department's responsibility to affix the tags.

*In either tracking method, the Department should establish a standard for placement of property tags (such as clearly visible from a position in front of the sensitive item). Having the tags is extremely helpful for the periodic inventory process.*

## **INVENTORY OF ATTRACTIVE/SENSITIVE PROPERTY**

For departments tracking in OMNI, an inventory scanner can be utilized to assist with the periodic inventory process. Start by running the query *FSU\_DPT\_AM\_CURR\_NONCAP* to obtain a list of your department's attractive items and related locations. Other departments will start with their Excel spreadsheet list.

Keep in mind, however, that the inventory process is much more than just scanning or accounting for sensitive property items. Also, consider verification in which emphasis is placed on the following aspects for each item:

- Physically locate the item and verify that the property tag is firmly attached and not faded or torn.
- Verify that the location information on record is accurate.
- Verify that the description is accurate.
- Verify that the item is in good condition for use; if not, make note for repairs or additional maintenance.
- Verify that the item is being used; if not, determine whether it is no longer needed by the department; if it is obsolete, consider disposing of it. If disposing, the Controller's Office **must** be notified so that the asset record can be removed from OMNI.
- Notify Controller's Office for any discrepancies with the OMNI record that need correcting.

***Spot checks are an effective tool for maintaining accuracy between physical inventories.***

In the event of a lost, stolen, or maliciously destroyed attractive/sensitive item, the FSU Police Department must be notified immediately. The [Inventory Shortage Report](#) should be supplied to FSU PD

upon completion, and it should also contain an acknowledging signature from the department's Dean or Departmental Head.

At some point, the Department may dispose of the item, or due to cost-benefit analysis, may make the determination that tracking the item is no longer worthwhile. In this case, please send an email to the Controller's Office at [CTL-AssetManagement@fsu.edu](mailto:CTL-AssetManagement@fsu.edu), requesting the attractive item be removed from OMNI.