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## POLICY STATEMENT

Cornell University requires that all units participate in the Cornell University Police Department's Operation I.D. Portable property over \$500 in value must be branded or engraved with the university issued Operation I.D. number.

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## REASON FOR POLICY

The university wishes to ensure that its property is well protected against theft. Operation I.D. deters the theft of university property and assists in the recovery of any university property that is stolen. If university property with an Operation I.D. number branded or engraved is stolen and subsequently recovered by law enforcement personnel, that property can be traced by computer back to the university. This applies to property recovered anywhere in the United States at any future time.

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## WHO SHOULD READ THIS POLICY

- All university employees
- College, unit, and department offices

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## RELATED DOCUMENTS

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### University Policies

[University Policy 3.9, Capital Assets](#)

[University Policy 4.3, Sales Activities on Campus](#)

[University Policy 8.4, Management of Keys and Other Access Control Systems](#)

Insurance Policy

Public Safety Policy

University Facilities and Equipment Use Policy

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### Other Documents

Operation I.D. Program Information

Statutory Property Control Procedures Manual

## Policy 2.1 Operation I.D

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### PROCEDURES

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Direct any general questions about the University Policy 2.1, Operation I.D., to your department's administrative office. If you have questions about specific issues, call the following offices:

Subject	Contact	Telephone
Branders and Engravers Equipment and Training	Cornell University Police Department/Crime Prevention	(607) 255-7404
Insurance Coverage	Risk Management and Insurance	(607) 254-6120
Office and Laboratory Security	Cornell University Police Department/Crime Prevention	(607) 255-7404

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### DEFINITIONS

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These definitions apply to these terms as they are used in this policy.

<b>Brander</b>	An electric tool with interchangeable numbers that marks with high intensity heat. It is best used on wood, fiberglass, and plastic. It is not suitable for other materials.
<b>Engraver</b>	An electric tool used to inscribe numbers, through compression and vibration, on metal, glass, wood, fiberglass, and plastic.
<b>Operation I.D.</b>	A New York State program, recognized nationwide, that requires valuable property to be marked with a personal I.D. number which is issued by local law enforcement departments. This number belongs only to the person or organization to which it is given and it is valid forever.
<b>Portable Property</b>	Property that is easily transportable by one or two people. Examples include audio/video equipment, scientific equipment, furniture, appliances, computers, motorized and unmotorized conveyances, copiers, and fax machines.

## Policy 2.1 Operation I.D

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### PROCEDURES

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#### Branding or Engraving Property

Portable property over \$500 in value must be branded or engraved with the university issued Operation I.D. number. At your discretion, you may also brand or engrave items valued at less than \$500.

1. Before you begin the branding or engraving process, you must contact the Cornell University Police Department/Crime Prevention to obtain your Operation I.D. number and arrange for training.

♦**Caution:** Those who undertake the branding or engraving process must be trained to prevent possible bodily injury and property damage.

Branders and engravers are available from the Cornell University Police Department/Crime Prevention. You may sign them out, or you may purchase a set for your department at a reduced, subsidized rate.

2. You should brand or engrave new equipment upon purchase.

♦**Caution:** In certain cases, you may wish to delay the branding or engraving process until the warranty has expired.

3. You may choose to brand or engrave existing equipment in conjunction with your department's annual capital equipment physical inventory. However, all portable property over \$500 in value must be in compliance with this policy by December 31, 1993.

4. You must brand or engrave property so it is easily visible and affixed to a permanent part of the property.

♦ **Caution:** Sensitive scientific equipment that may be damaged in the branding or engraving process should not be marked. Branding and engraving are intentional acts. Therefore, if you cause property damage as a result of the branding or engraving process, that damage is not covered by university insurance.

5. When you have completed the branding or engraving process, you must record the fact that the equipment has been marked on your department's inventory list and new equipment record cards.

♦**Caution:** The Operation I.D. number identifies only the university, not the specific piece of equipment you are branding or engraving. You still need to follow the provisions of the Capital Equipment Policy (see the "[Related Documents](#)" Section of this policy) for recording and financial control purposes.

## Policy 2.1 Operation I.D

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### **PROCEDURES, *CONTINUED***

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#### **Selling Branded or Engraved Property**

1. When you sell branded or engraved equipment, include the Operation I.D. number on the bill of sale.
2. You must keep all sales records in your department's files for a minimum of five years.

## Policy 2.1 Operation I.D

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### RESPONSIBILITIES

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The major responsibilities each party has in connection with University Policy 2.1, Operation I.D., are as follows:

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<b>You</b>	Read and understand the University Policy 2.1, Operation I.D.  Comply with its provisions.
<b>Department</b>	Communicate the provisions of this policy to all staff.  Request Operation I.D. number for unit.  Arrange for training of those who will be doing the branding and engraving.  Arrange for pickup or purchase of brander and/or engraver.  Develop an internal method of recording compliance with this policy.
<b>University</b>	Provide training and equipment for those doing branding and engraving.  Monitor compliance, through the Cornell University Police Department/Crime Prevention, with this policy throughout the university.  Maintain a database, in the Cornell University Police Department/Crime Prevention, of all university department records containing Operation I.D. numbers.  Provide partial funding for departments who wish to purchase their own equipment.

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