Lost or Stolen Workstation Equipment Procedure
Version 1.4 JAB 01/08/2015

Procedure for reporting:

- Contact Walt Morrison and/or DeAnn Lestenkof
  - Walt:
    - Phone: 206-616-4726
    - Email: wmorrison@medicine.washington.edu
  - DeAnn:
    - Phone: 206-543-7954
    - Email: DLEstenkof@medicine.washington.edu

- Before reporting the incident you will need to know if your workstation/device was password protected and/or encrypted. It will also be helpful to have the serial number and make and model of the device.
  - If you are a member of the Department of Medicine or are otherwise supported by Department of Medicine IT Services you can get this information from the help desk as long as we either performed the initial setup of the device or we worked with you to secure the equipment at a later date.
    - Help Desk Phone: 206-616-8805
    - Help Desk Email: ishelp@medicine.washington.edu

- Report the incident to UW Medicine IT:
  - Phone: 206-543-7012
  - Email: mcsos@uw.edu

- If it is a suspected theft then you will also need to report it to the UW Police Department or the police department for the location in which it was stolen:
  - UW Police Department:
    - Phone: 206-685-8973
  - Once a police report is completed please forward the police report number to Walt Morrison and/or DeAnn Lestenkof.

- Please keep track of your correspondence and incident report numbers and copy Walt Morrison and/or DeAnn Lestenkof on all theft-related communications.

- Further actions may be initiated depending on the status of your workstation’s security configuration.
  - If the device was not Password protected and encrypted this incident will need to be investigated.