

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:03:00

Date: August 1985
Updated: February 2009

SUBJECT: **Property Retention/Control in Event of Death**

1. When University Police and College Relations personnel become aware of an employee or student death, they must immediately notify Campus Services.
2. Inventory Control Procedures:
 - a. Lockshop personnel will change the office or dorm room lock to a unique key setting in the presence of a University Police Officer. Whenever possible, any or all other parties listed in part C will also be present.
 - b. In the event that the office or dorm room is shared, University Police Personnel will contact remaining occupants to notify that the lock has been changed.
 - c. Campus Services personnel, University Police personnel, a department representative (i.e., chairperson, Director or Residence Life, etc.), relatives of the deceased (if available) and person(s) sharing the office or dorm room (if any) will meet at the office or dorm room of the deceased. Campus Services Personnel will then conduct an inventory of state-owned property in the room(s). If the party who shared the office or dorm room with the deceased cannot be present, the department representative will act of his/her behalf. Copies of the inventory will be given to University Police, the department representative, the sharing party (if any) and relatives of the deceased (As soon as possible but within 24 hours of the death or notification of the death whenever possible).
3. The department representative, close colleague of the deceased, relative of the deceased or person(s) sharing the office or the dorm room will be given access after the inventory is complete.
4. At a convenient time, Campus Services, University Police, department representatives and relatives of the deceased will assemble at the office or dorm room for the purpose of removing personal property. Deliberations, if any, concerning the status of property, whether college-owned or private, will be resolved by a panel of two (2) college representatives and two (2) representatives for the deceased.

Source of Information: Memorandum to Deans, Directors and Department Chairs from Vice President for Administration, August 7, 1985.

<http://hr.buffalostate.edu/policies-and-guides>

Deceased Employee

1. Notify Human Resource Management as soon as possible when notified of an employee's death.
2. Prepare a Current Employee Change Form with a recommendation code of deceased and route for approval.
3. Prepare a brief biography about the employee and forward to College Relations and the President's Office.
4. Notify colleagues, staff, and if required, students.
5. Upon receipt of Change Form, update department records and file.
6. Following a reasonable time interval, notify the family or estate of personal items available at their office, desk, or work station. Contact Campus Services to arrange for assistance with packing and retrieving personal items.