

## ITS Equipment Seizure Form

- 1) The ITS equipment seizure form is used to log and inventory all electronic and electronic related items that are to be examined for NDUS and NDSU policy violations.
- 2) All items must be appropriately numbered, labeled, and recorded on the form. All items will be properly stored in a locked closet or cabinet located in ITS. All reasonable caution will be taken to protect and preserve the items.
- 3) The Dean/Director or designated individual must authorize the seizure of equipment.

### A) Seizure of Equipment Approved By

1) Name: \_\_\_\_\_ 2) Title: \_\_\_\_\_ 3) Date: \_\_\_\_\_

### B) Names of Individuals Present During Seizure of Equipment

1) Name	2) Position	3) Purpose

### C.) Demographic Information

1) Name of Accused: \_\_\_\_\_ 2) NAID: \_\_\_\_\_  
3) Position: \_\_\_\_\_ 4) Office/Area: \_\_\_\_\_  
5) Dean/Director: \_\_\_\_\_ 6) Phone: \_\_\_\_\_  
7) Supervisor: \_\_\_\_\_ 8) Phone: \_\_\_\_\_

### D) Policy Violation Information

1) Alleged Violation: \_\_\_\_\_  
2) Date Violation was Reported: \_\_\_\_\_ 3) Remedy Ticket No. \_\_\_\_\_  
4) Violation Reported by:   a) Student \_\_\_\_   b) Faculty \_\_\_\_   c) Staff \_\_\_\_  
  d) System Generated \_\_\_\_   e) Outside Source \_\_\_\_  
5) NDUS Policies Violated: \_\_\_\_\_ 6) NDSU Policies: \_\_\_\_\_

### E) UserID Information for Accused

1) Computer Logon ID\*: \_\_\_\_\_ 2) Password\*: \_\_\_\_\_  
3) Are there other computer logon ID's and passwords\*: a) yes \_\_\_\_ b) no \_\_\_\_  
4) If yes, please list: a) logon ID \_\_\_\_\_ b) Password \_\_\_\_\_

*\*Note: Have user initial beside each logon ID and Password.*

**F) Equipment/Evidence Information**

1) Date of Seizure: \_\_\_\_\_ 2) Time of Seizure: \_\_\_\_\_

3) Has Location of Equipment been a) Photographed \_\_\_ b) Video Taped \_\_\_ c) Not Applicable \_\_\_

**G) Description of Property**

Item	Brand	Serial No.	NDSU Inv. No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**Note:** All property items should be appropriately inventoried and labeled with tags

All items inventoried have been properly numbered, labeled, and stored according to procedure. All reasonable caution has been taken to preserve and protect the evidence.

**Investigator** \_\_\_\_\_ **Position:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**Investigator:** \_\_\_\_\_ **Position:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**Dean/Director:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_ Additional notes attached. Please number all sheets.