

## **PROCEDURE FOR STOLEN DEVICES**

If you were a victim of theft and your UCLA – IRLE laptop was stolen, please follow the below instructions:

1. Report the incident to UCPD and inform them that the stolen laptop has the Frontdoor software installed. Information on filing a report can be found here: <https://police.ucla.edu/services/police-services/filing-a-report>
2. Inform your direct supervisor or manager of the incident.
3. Notify Veronica Gnandt ([vgnandt@irle.ucla.edu](mailto:vgnandt@irle.ucla.edu)) of the theft and request that your laptop be locked and marked as stolen.
4. You will receive an email confirming the device has been locked and marked. In addition, the email will contain the information of serial #, Mac address and last date, time and location the laptop connected to the Internet (in the event that UCPD requests this information).

### **UCLA Police Department**

Email: [info@ucpd.ucla.edu](mailto:info@ucpd.ucla.edu)

Phone: (310) 825-1491

Fax: (310) 206-2550

### **Address**

601 Westwood Plaza

Los Angeles, CA 90095-1364

### **Business Hours**

Monday – Friday 8 a.m. to 5 p.m.

### **Station Hours**

24 hours a day, 7 days a week

*More information on laptop theft: <https://www.ucpd.ucla.edu/prevention-education/education/laptop-theft>*