3-05/080.10 - Shortage-Other

Shortages exceeding $20, all revolving (change) fund shortages and losses due to burglary, robbery, mysterious disappearances, and counterfeit currency, shall be investigated by the watch commander. If after the investigation, the shortage still exists, the watch commander shall:

- Prepare a Cash Difference or Overage Report;
- Prepare an Office Correspondence (SH-AD-32A) from the station commander to the division chief or division director detailing the circumstances of the shortage, the amount of the shortage and the receipt numbers involved; and
- Prepare a Incident Report (SH-R-49) under the proper classification.

The unit commander shall submit the original and two copies of the report and the original and one copy of the SH-AD-32A to Fiscal Administration, Revenue and Billing Section which will prepare the necessary reports to the auditor-controller.

If the amount of the shortage is $100 or more, the unit commander shall immediately notify the supervisor of the Revenue and Billing Section of Fiscal Administration (see section 3â€‘05/100.00).