

## **3-05/100.20 - Reporting Equipment Losses**

Whenever a theft of a County-owned fixed asset item is discovered, the Unit at which it occurred shall:

- Make a phone notification to Fiscal Administration, Inventory Control Section;
- File a Incident Report (SH-R-49) and distribute as follows:
  - Original to RIB;
  - One copy to the Auditor-Controller, Fixed Assets Unit;
  - One copy to accompany the Report of Equipment Loss; and
  - One copy to Fiscal Administration- Inventory Control;
- Complete a Report of Equipment Loss (SH-848-MC);
- Send the Report of Equipment loss, signed by the Unit Commander, to the Division Chief or Division Director; and
- After approval by the Division Chief or Division Director, a copy of the Report of Equipment Loss shall be attached to a copy of the Incident Report and distributed.

For Department radio equipment or accessories, follow the procedure outlined in Communications chapter, section 3-07/010.40.

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