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.