# 3-07/010.40 - Lost/Stolen/Damaged Radio Equipment and Accessories

When Department portable communications equipment or accessories are lost, stolen, or damaged, the unit at which it occurred shall:

- Make an immediate phone notification to CFMB, Logistics;
- File an Incident Report (SH-R-49) and distribute as follows:
  - Original to be imaged in the electronic archival system, SECDA;
  - One copy to the Auditor-Controller, Fixed Assets Unit;
  - One copy to accompany SH-AD-32A to the reporting unit's division chief or division director; and
  - One copy to CFMB Systems Maintenance Section;
- Send a SH-AD-32A, signed by the captain, to the division chief or division director. The SH-AD-32A shall include:
  - Type of equipment, i.e., portable radio, speaker/microphone. Full description, i.e., brand name, model, size, etc.;
  - County serial number and/or the inventory control number;
  - A brief description of the circumstances surrounding the loss or damage; and
  - The unit commander's finding on the cause of the loss/damage and a determination of negligence involved;
- After review by the division chief or division director, the SH-AD-32A shall be forwarded to the Chief of TSD, Attn: CFMB; and
- Cellular telephone equipment capable of sending and receiving data that is lost or stolen must immediately be reported to Data Systems Bureau via the Help Desk to request a "wipe" of the device. Service on this equipment shall not be suspended or transferred until Data Systems Bureau confirms the data is clear or sufficient time has passed indicating the device is not active.

Equipment that is lost, stolen, or damaged beyond repair may be replaced if CFMB has sufficient inventory to replace the equipment.

If an immediate replacement item is needed, the Chief of TSD shall make the determination whether a loan item will be issued pending the delivery of a replacement item. However, if a loan item is not available, the division where the loss occurred may be required to provide the necessary funds to purchase the replacement equipment.

- Units with damaged equipment may be required to provide the necessary funds to repair the equipment; and/or
- Post or damaged cellular equipment shall be replaced and funded by the requesting unit. If negligence is determined, the employee may be responsible per MPP section 3-03/060.00.