

Unit Order: 09-004

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION

FACILITIES PLANNING BUREAU

Unit Order: 09-004

Effective Date: 08/13/2009

Revision Date:

Subject:

Procedures Regarding Lost or Stolen Department Property

Reference:

MPP 3-03/060.00

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for reporting lost or stolen property.

SCOPE OF ORDER:

This order shall apply to all personnel.

ORDER:

Members who have Department property stolen or lost, on duty or off duty, shall immediately advise his/her

direct supervisor of the loss. He/she shall submit a SH-AD-32A to the Director of Facilities Planning Bureau detailing the circumstances of the loss within two business days.

Attached to the SH-AD-32A shall be:

- A completed Uniform and Equipment Replacement Request form, SH-AD-588
- A completed Incident Report or copy of the investigating police agency's report

The Director is required to forward the paperwork to the Division Chief and to make a recommendation regarding the degree of responsibility of the member for the theft or loss.

If the Director determines the member was totally or partially responsible or negligent or that the loss was preventable, the Director is required to recommend that the employee pay replacement costs, or that appropriate remedial or disciplinary action be taken in accordance with existing Department guidelines. The recommendation shall be forwarded to the concerned Division Chief who has final authority.

The Central Supply/Logistics Section shall determine the replacement cost and accept payment.

After the Division Chief's determination of liability, the Unit Commander shall sign the SH-AD-588. Copies of the SH-AD-32A, SH-AD-588 and police report shall be sent to Central Supply/Logistics authorizing the issuance of a replacement item(s).

If stolen or lost items are found or recovered the normal entry shall be made in the Property Control Ledger. The items shall be forwarded to Central Supply/Logistics. If retention of such items is required for evidence, a memo concerning their recovery shall be sent to the Central Supply/Logistics Section as soon as possible.

When stolen or lost items have been paid for by the member and the items are later recovered and found to be in serviceable condition, the employee shall be reimbursed by Fiscal Administration.

All members are reminded that any Department-owned property must be returned upon their separation from the service of this Department. (See Retirement, Transfer and Resignations in the Personnel chapter.)

Property permanently confiscated by any law enforcement agency shall be considered lost.
