
Damage/Theft of County Property/Funds

403.1 PURPOSE:

To establish guidelines for reporting requirements regarding property damage and/or theft of county property/funds.

403.2 RESPONSIBILITIES:

- I. All staff:
 - A. As soon as possible, report damaged or stolen property/funds to the immediate supervisor or designee.
 - B. Complete required documentation (E.g. Incident Report, Risk Management forms, Vehicle Accident Report, etc.) and submit it to the immediate supervisor or designee.
 - C. Follow applicable county and department procedures (E.g. Vehicle Policy, Use of County Vehicles, Department Issued Cell Phones, Equipment Responsibility, etc.).
 - D. Supervisors must process documentation, scan/interoffice/fax forms to Risk Management when applicable:
 1. Email: [REDACTED]
 2. Fax: [REDACTED]
 - (a) If the report to Risk Management includes pictures, refrain from faxing the documents; instead, submit them via interoffice or email.
 3. Interoffice mail: RM- Liability Mail Code 0016
 - E. Submit original copies via chain of command to respective Deputy Chief Probation Officer (DCPO) who will review and give the documents to an Administrative Secretary for record keeping.