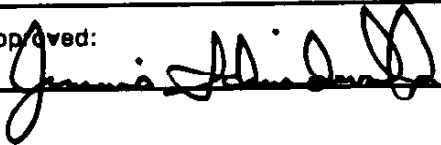


## Department of Public Works and Engineering

<b>Subject:</b> <b>LOSS OR THEFT OF EQUIPMENT OR MATERIALS</b>	<b>Departmental Policy</b> <b>5-6</b>	
	<b>Effective Date: Upon Approval</b>	
<p><b>I. Purpose</b></p> <p>To establish uniform policy for documenting and handling thefts of Department of Public Works and Engineering equipment and material and to ensure guidelines and areas of responsibility are clear to supervisors and their subordinates.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Department policy, procedure or directive.</p> <p><b>III. Policy</b></p> <p><u>Objective:</u></p> <p>A. To document, record and react to loss or thefts of city owned equipment and material in the most expedient, efficient manner possible.</p> <ol style="list-style-type: none"><li>1. Notify Public Works and Engineering Department Security Section immediately.</li><li>2. Notify Police Department, (#222-3131) to investigate loss and obtain case number.</li><li>3. Complete "Loss or Stolen Report" (Exhibit A)<ol style="list-style-type: none"><li>a. Original goes up to the chain of command</li><li>b. Copy to security section which will be the clearing house and will distribute to:<ol style="list-style-type: none"><li>1. Copy to Audit Section</li><li>2. Copy to Fixed Asset Management Section.</li></ol></li></ol></li></ol>		
<b>Approved:</b> 	<b>Date Approved:</b> <b>5-24-95</b>	<b>Page 1 of 2</b>

## Department of Public Works and Engineering

### IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action. Reference Drug and Deterrence (1-15) should be reviewed for compliance.

Subject:

**LOSS OR THEFT OF EQUIPMENT  
OR MATERIALS**

Department Policy **5-6**

Effective Date: Upon Approval

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**PUBLIC WORKS AND ENGINEERING DEPARTMENT  
Lost/Stolen Report**

Name \_\_\_\_\_ Date of Report \_\_\_\_\_  
Employee Number \_\_\_\_\_ Employee Classification \_\_\_\_\_  
Supervisor \_\_\_\_\_ Group/Division \_\_\_\_\_  
Employee Work Location \_\_\_\_\_ Area Where Lost/Stolen \_\_\_\_\_  
Date Item(s) Lost/Stolen \_\_\_\_\_ Police Report No. \_\_\_\_\_  
Work Telephone No. \_\_\_\_\_

**DESCRIPTION MODEL AND SERIAL NUMBERS OF ITEM (S) Cost**

1.	_____	\$	_____
2.	_____	\$	_____
3.	_____	\$	_____
4.	_____	\$	_____
5.	_____	\$	_____
6.	_____	\$	_____
7.	_____	\$	_____
8.	_____	\$	_____
Total		\$	_____

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

If **pager** Lost/Stolen, have you contacted Radio Communications? ☐ Yes ☐ No  
If **radio** Lost/Stolen, have you contacted Radio Communications? ☐ Yes ☐ No  
If **mobile phone** Lost/Stolen, have you contacted Department Telephone Representative? ☐ Yes ☐ No

☐ should  
Employee ☐ should not be held responsible for items because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_

CONCUR:  
Division Manager Signature \_\_\_\_\_

Approval by Authority Level  
\_\_\_\_\_  
\_\_\_\_\_