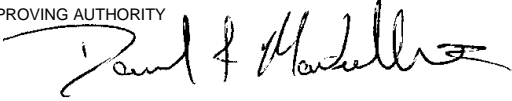
 Corrections and Community Supervision DIRECTIVE	TITLE Reporting Loss of Issued Items		NO. 2948
			DATE 09/28/2017
SUPERSEDES DIR# 2948 Dtd. 09/09/2015	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #4004 SYSM Bulletin Board	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This directive provides instructions for reporting loss, theft, or damage of issued items and for reimbursement and replacement of such items, which may be issued to Departmental and Non-Departmental employees.
- II. PROCEDURE**
- A. Reporting Lost, Stolen, or Damaged Issued Items
1. Departmental/Other Employee
 - a. Is responsible for maintenance, safekeeping, and control of identification materials and individually issued equipment;
 - b. May be subject to disciplinary action in the event that any of these items are lost, stolen, or damaged due to negligence;
 - c. Must notify immediate supervisor orally, as soon as aware of loss, theft, or damage;
 - d. Reports the loss, theft, or damage in writing to the immediate supervisor, giving full particulars, no later than the next working day; and
 - e. Reports loss of issued item to police agency of jurisdiction where loss occurred.
 2. Facility Supervisor
 - a. Notifies the Watch Commander;
 - b. Notifies the Superintendent and the Business Office in writing of the name of the employee, the loss, theft, or damage of the issued article, and the cost from the Replacement Charge Schedule as per the SYSM Bulletin Board; and
 - c. Notifies the employee in writing of the cost of the replacement item from the schedule and the procedure to reimburse the Department of Corrections and Community Supervision.
 3. Central Office and Community Supervision Regional Office Supervisor
 - a. The Central Office Unit Director and Assistant Commissioner for Community Supervision notifies the Central Office Business Office and Support Operations in writing of the name of the employee, the loss, theft, or damage of the issued article and the cost from the Replacement Charge Schedule as per the SYSM Bulletin Board; and

C. Reimbursement for Loss

1. For badge: The request from the Personnel Unit to Support Operations requesting a replacement badge must be accompanied by a check or money order, from the employee, in the amount specified in the Replacement Charge Schedule. Such payment will be refunded to the employee only if the badge is found and returned intact within 30 days of the reported loss.
2. For all other items: The employee must submit payment in cash, check, or money order as specified in the Replacement Charge Schedule to the facility or Central Office Business Office no later than two weeks following the supervisor's notification of loss.