
 Department of Corrections and Community Supervision DIRECTIVE	TITLE Reporting Loss of Issued Items		NO. 2948
			DATE 01/13/2025
SUPERSEDES DIR #2948 Dtd. 11/13/19	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 4-APPFS-3D-12 & 2-CI-6D-4; 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.
- 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.
- 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 (DOCCS).

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.

- b. Notifies the employee in writing of the cost of the replacement item from the schedule and the procedure to reimburse DCCS.
 4. Watch Commander, Central Office Supervisor, or Community Supervision Supervisor
 - a. Promptly informs the local police agency where the loss occurred or the State Police (as appropriate).
 - b. Lost or Stolen Badge or ID Card: Uses email to notify the Office of Special Investigations (SpecialInvestigations@doccs.ny.gov) for badges add the Division of Support Operations Quartermaster Unit (SupportOps.quartermaster.sm@doccs.ny.gov), providing information in the following format:
 - (1) Employee's full name
 - (2) Last four digits of the employee's Social Security Number
 - (3) Employee's title
 - (4) Actual items lost (badge & badge case Support Operations, and ID Card – Facility Identification Office or Personnel consistent with subsection II-B-1-b)
 - (5) Employee badge number (if applicable)
 - (6) Date of loss
 - (7) Where the loss occurred
 - (8) Police agencies notified

NOTE: If lost badge(s) are found and returned, immediately notify the Office of Special Investigations and Support Operations by sending another email message. Retirement badges will not be replaced.
 - c. Lost or stolen office key, weapon, ballistic vest, police radio, handcuffs, or other critical Departmental security equipment item, files an Unusual Incident Report. (Refer to Directive #4004, "Unusual Incident Report.")
- B. Replacement of Items: The supervisor of the employee who has lost the issued items is responsible for initiating the replacement process as follows:
 1. For Identification Items: Informs the Personnel Unit. The Personnel Unit coordinates the replacement as follows:
 - a. Badge: Requests replacement through the Division of Support Operations.
 - b. ID Card: Replaces through the Facility Identification Office or Central Office Bureau of Personnel.
 - c. Name Tag: Purchases replacement through Corcraft.
 - d. Employee Manual: Replaces from stock or Training Academy.
 2. For Uniform Items: Informs the facility Quartermaster, who arranges replacement.

3. For Weapons: Informs the facility Arsenal Officer who contacts the Division of Special Operations via chain of command for replacement. For Community Supervision employees, informs the Training Academy Director.
- 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 Business Office, for Central Office to Support Operations or Budget and Finance, no later than two weeks following the supervisor's notification of loss.