

REIMBURSEMENT FOR STOLEN, LOST, OR DAMAGED PERSONAL PROPERTY

SUMMARY

This procedure explains how to request reimbursement for stolen, lost, or damaged personal property.

PROCEDURE

1. Report the theft, loss, or damage to your supervisor. The supervisor will investigate the incident and document it.
2. Report a theft to the appropriate police department and obtain a police report.
3. Prepare a memorandum from the department director to Internal Services Department/ Risk Management Division (ISD/RMD) Director requesting reimbursement for stolen, lost, or damaged personal property. Attach any bills or receipts, price quotes, police report, supervisor's report, and personal insurance claim (if applicable). Complete and attach the following forms, which are available by contacting ISD/RMD:
 - a. Notice of Accident or Property Damage
 - b. Notice of Loss form
 - c. Notice of Loss form (Subrogation Agreement)
4. Request for reimbursement has to be approved by ISD/RMD and the Office of Management and Budget (OMB). Request over \$1000 has to be reviewed by the Board of County Commissioners for approval and placement on a County Commission Agenda.
5. Request for reimbursement will be approved only if the following conditions are met:
 - a. The theft/loss/damage occurred in the discharge of duties while on official County business.
 - b. The theft/loss/damage was not the result of negligence.
 - c. The theft/loss/damage was not caused by a third party who is liable for the loss or, if a third party is liable, it is unreasonable to expect the employee to attempt recovery.
 - d. The theft/loss/damage was not personal clothing, jewelry, cash, or any type of motor vehicle or personal property loss that resulted from the act of a fellow employee.
 - e. The amount of the reimbursement request is for a standard brand equivalent whenever possible.
 - f. The proper procedures as outlined above are followed in submitting the request for reimbursement.

CONTACT(S):

Department/Division

Internal Services Department/Risk Management Division
Office of Management & Budget

Board of County Commissioners

REFERENCE DOCUMENT(S):

Code of Miami Dade County, Section 2-11.13

Administrative Order 7-23, Reimbursement to County Employees for Loss of Personal Property