

STOLEN, LOST, DAMAGED OR DESTROYED PROPERTY

SUMMARY

This procedure explains how to report all stolen, lost, damaged or destroyed County-owned property.

PROCEDURE

1. Stolen, lost, damaged or destroyed property must be reported immediately to the appropriate section head, division director and property custodian. If the item was provided by the Reasonable Accommodation Fund, a report should also be made to the Office of Human Rights and Fair Employment Practices
2. Circumstances surrounding the incident must be investigated and reviewed by the property custodian to determine possible negligence or misuse of County property.
3. A police report must be filed for all situations involving theft or loss of County-owned property. Be sure to provide the police with serial numbers and Miami-Dade County tag numbers for all lost or stolen items.
4. The property custodian will ensure that the Internal Services Department (ISD) Facilities and Utilities Management Division, is immediately notified of all incidents involving theft or vandalism.
5. The appropriate section head, division director or property custodian must forward a copy of the police report to ISD Materials Management.
6. Upon receiving a copy of the police report, any items that are under inventory control will be removed by ISD from the department's inventory control listing in accordance with Administrative Order 8-2.

CONTACT(S):

Department/Division

Office of Human Rights and Fair Employment Practices
Internal Services Department, Materials Management
Internal Services Department, Facilities and Utilities Management Division

REFERENCE DOCUMENTS(S):

Administrative Order 8-2, Use, Care, Control and Disposal of County Property
Personnel Rules for the Classified Service