Loss of Theft of Non-Expendable Equipment

Loss or Theft of State Equipment

When it becomes apparent that State property which was issued by the Office of Structure Construction has been lost, or is otherwise unaccounted for, a Shipping Record should be sent to the Sacramento Office. Include a description of the article lost, the approximate date of loss and other circumstances and indicate that the article has been "Shipped to Lost ".

In all cases of robbery or vandalism involving State property or equipment the local law enforcement authorities must be notified immediately.

The losses are also to be reported by telephone to the Office of Structure Construction and to the area Senior Bridge Construction Engineer. This report should be made immediately after notifying local law officers. Be prepared to give a description of the loss or damage (including CHC Bridge and/or serial numbers), as well as the name of the law enforcement agency notified and the time of notification.

The telephone report is to be followed with a confirming letter giving the complete details.

To decrease the possibility of loss due to theft or vandalism, it is suggested that the following security measures be taken at all construction field offices:

> Before leaving at night, office equipment (typewriters, calculators, etc.) should be moved to a location where they are not readily visible from the outside.
>
> Outside lights at the front and rear entrances to the office should be left burning at night and over the weekend.

When equipment is to be transported or stored in vehicles, reasonable precautions must also be taken to discourage theft or vandalism.

Responsibility for Loss of State Equipment

When equipment is lost or stolen, Property Survey Reports are initiated in order to remove the equipment from the property accounts. If culpable negligence is determined, the value of the property so lost must be recovered through a billing procedure. The Department of Transportation Accounting Manual states:

> "If the survey report is subsequently disapproved due to negligence on the part of the employee having custody of the property (such as failure to lock a parked car

from which the article was stolen), the value of the property will be recovered from the employee."

Stolen Personal Property

Board of Control rule number 895, provides reimbursement for, or replacement of stolen personal property.

When tools, or equipment an employee is required to use in the performance of his assigned work is stolen, the employee's department may reimburse him for his loss, or provide him with an exact duplicate provided that:

a. The item is required in the employee's work.
b. The loss occurred at the work site, the work base, or enroute between the two locations.
c. The loss was not caused by carelessness or negligence on the part of the employee.

Employees required to use their personal tools or equipment as a condition of employment shall provide their employing unit with an inventory of all personal property used on the job.

Personal property stolen from a work site or base shall be reported immediately to the local law enforcement authorities having jurisdiction over the area in which the theft occurs.

The loss is also to be reported by telephone to the Office of Structure Construction and to the area Senior Bridge Construction Engineer. This report should be made immediately after notifying local law officers. Be prepared to give a description of the loss (including any serial numbers), as well as the name of the law enforcement agency notified, and the time of notification.

The telephone report is to be followed with a confirming letter giving the complete details. A copy of the report made by local law officers shall accompany the letter: the report is required to be forwarded with the claim for reimbursement.

The employee's department shall verify the value of the property by original sales records, current price lists or other appropriate methods.

Claims for replacement of stolen job-required personal property with replacement value of $500 and above require prior approval by the Board of Control.

The choice of reimbursement or replacement rests with the employee's department, but the employee's preference will be considered before a decision is made.