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S.O.P. #: 300-15

SUBJECT: LOST, STOLEN OR DESTROYED EQUIPMENT

DIVISION: COMMUNICATIONS DIVISION

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Objective: To make personnel aware of the procedures to report Lost, Stolen or Destroyed communications equipment.

Section 1: Responsibilities

Personnel shall be personally responsible for the proper care and maintenance of all communications equipment issued or provided for their use. No member shall tamper, alter, attempted to program, reprogram or deface any communication equipment issued or loaned by the County.

Section 2: Reporting Procedures

A. Lost or Stolen Communication Equipment

1. Upon discovery of lost or stolen communication equipment, the member shall immediately notified their immediate company commander or immediate supervisor.
2. Notify the Administrative Duty Officer (ADO) at Fire Dispatch and provide the following:
  - Item Lost or Stolen.
  - The serial number of the unit.
  - The Asset Number of the unit.
  - The Six digit ID if the unit is a radio.
3. File a police report as soon as possible and notify the ADO of the incident number assigned. The responsible person will describe in writing the situation surrounding the lost or stolen communication equipment and forward the documentation to the Officer in Charge of Communications
4. The ADO will notify the Officer in Charge of Communications. ADO will notify Electronic Service/Telecommunications (ES/T) of all mobile or portable radios lost or stolen. If ES/T is closed, contact the 911 Center's Operations Officer to contact the on call ES/T technician.
5. Communications will immediately transmit a written notification to ES/T.
6. Should the lost or stolen communication be recovered, the unit should be taken to the radio shop immediately to be inspected and checked. A police report, recovered property, should be filed. The person who recovered the equipment will describe in writing the situation surrounding the recovery and forward the documentation to the Officer in Charge of Communications.

B. Damaged Communications Equipment Procedures

1. If communications equipment is submerged or saturated by water or other liquid, the responsible person shall immediate contact the ADO to notify ES/T immediately. The individual shall then follow the instructions provided by ES/T. All other types of damage equipment should be reported to the ADO as soon as possible and taken to ES/T during working hours.

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2. The person who reported the damaged equipment will describe in writing the situation surrounding the recovery and forward the documentation to the Officer in Charge of Communications.