

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**DAMAGE /THEFT OF COUNTY PROPERTY/FUNDS**

**Authority:**

Tracy Reece, Chief Probation Officer

**Purpose:**

To establish guidelines for reporting requirements regarding property damage and/or theft of county property/funds.

**Responsibilities:**

I. All staff

- A. As soon as possible, report damaged or stolen property/funds to the immediate supervisor or designee.
- B. Complete required documentation (E.g. Incident Report, Risk Management forms, Vehicle Accident Report, etc.) and submit it to the immediate supervisor or designee.
- C. Follow applicable county and department procedures (E.g. Vehicle Policy, Use of County Vehicles, Department Issued Cell Phones, Equipment Responsibility, etc.).
- D. Supervisors must process documentation, scan/interoffice/fax forms to Risk Management when applicable:
  1. Email: [REDACTED]
  2. Fax: [REDACTED]
    - a. If the report to Risk Management includes pictures, refrain from faxing the documents; instead, submit them via interoffice or email.
  3. Interoffice mail: RM- Liability Mail Code 0016
- E. Submit original copies via chain of command to respective Deputy Chief Probation Officer (DCPO) who will review and give the documents to an Administrative Secretary for record keeping.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**Foundation:**

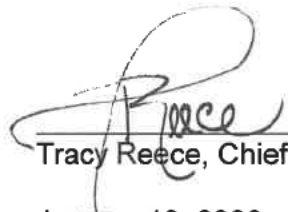
County Vehicle Policy Number 03-10 SP

County Self-Insurance Losses, Reporting and Replacement Number 10-03 SP

**References:**

Use of County Vehicles  
Equipment Responsibility  
Department Issued Cell Phones

Issued by:

  
\_\_\_\_\_  
Tracy Reece, Chief Probation Officer

Original Issue Date:

January 13, 2000

Revised:

March 8, 2022