

# ADMINISTRATIVE PROCEDURES



Procedure Number: 8-1

Effective Date: 10/01/1985

Revision Date: \_\_\_\_\_

*C. D. [Signature]*  
County Administrator

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SUBJECT: **LOSS OF MONIES AND PROPERTY**

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DEPARTMENT RESPONSIBLE: **Sheriff's Department - Security**

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**I. STATEMENT:**

The following procedures should be followed by Pima County employees who have been victims of incidents involving theft, or suspected theft of monies and property.

**II. PROCEDURE:**

- A. Immediately notify the Security Contractor by telephone at 792-8345 (Kino Security at Kino Hospital 294-4471 Extension 2147 or 3016) upon discovery of a theft, real or suspected, of money or equipment of any value or of suspicious or unusual activities.

Within twenty-four hours, the Security Office will send an officer to obtain a written statement (called and "Instant Report" or an "IR") from the employee or department head reporting a loss of money or property. The statement will contain all pertinent information such as value of the item, description, location, time of day, etc.

- B. Employees who discover a real or suspected theft, shall release no information nor discuss the incident with fellow employees, nor disturb anything in the immediate area which could contribute to proper investigation of the occurrence. Pulling out contents of a safe, file or desk drawer to ascertain any other possible loss, might obliterate valuable fingerprints or other evidence.
- C. The Security Contractor (or Kino Security) shall assume the responsibility of promptly notifying the Sheriff's Department or other appropriate Law Enforcement Agency, and, as appropriate, the Finance Department.
- D. All department heads, appointed and elected, are requested to meet with their employees to develop procedures for their employees to assure that files, safes, etc., are kept in secured condition at all times. If a department head wishes, arrangements can be made to utilize the services of the Security Contractor or Sheriff's Department personnel to assist in formulating such procedures.