

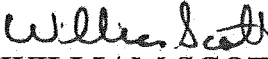


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18-008
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Policies Regarding the Loss or Theft of a Department-Issued Mobile Device and/or Token (Re-issue DB 16-003)

In accordance with Department Operations Bureau Order #13-001, Section III.C.5., the following procedures **shall** be followed if a member's Department-issued mobile data device and/or token is discovered lost or stolen.

1. If a Department-issued mobile data device and/or token is discovered lost or stolen, the member **shall** immediately notify the Department of Emergency Management (DEM) Help Desk [REDACTED] so that data on the Department-issued mobile data device may be remotely deleted and the device disabled. The member **shall** contact the Department Operations Center [REDACTED] if he/she is unable to speak with a representative at DEM.
2. Members **shall** ensure they receive a claim number from the Help Desk regarding the incident. Members **shall** include the claim number in the memorandum and incident report.
3. Members **shall** complete an incident report regarding the loss or theft of the Department-issued mobile data device and/or token.
4. Members are reminded, per DGO 2.01, Rule 22, they "**shall** take care of all Department property entrusted to them and **shall** be personally liable for its loss or damage due to negligence."
5. Members **shall** submit a memorandum through their chain of command regarding the loss or theft, in accordance with Department General Order (DGO) 2.01, Rule 24. A Commanding Officer, upon review of the memorandum, may conduct an administrative investigation if deemed necessary.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.