



COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE

NO 4-2.20

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EFFECTIVE 7/94


DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

USE OF SUPPLIES AND EQUIPMENT /  
NOTIFICATION OF LOSS OR DAMAGE

APPROVED

  
Rudy G. Lopez, Director

## I. POLICY

The policy of the San Bernardino County Department of Behavioral Health regarding the responsibility of each County employee and/or students who use, in the course of their work, any equipment item and non-expendable supply item (books, journals, microphones, reels, extension cords, etc) is:

1. The employee or student shall be totally responsible, with reasonable limits, and accountable for whereabouts and condition of all items signed out by them for use in performing their jobs.
2. It shall be the responsibility of each employee or student to replace or pay for all items not returned.
3. It shall be the responsibility of each employee or student to pay for damages to items where the damages resulted from misuse and/or negligence on the part of the responsible party.
4. In the event an item is stolen or damaged it shall be the responsibility of the Program Manager to file a fully documented report with the DBH Property Management Office. This would include a completed "Incident Report" form 15-13866-000, a copy of the appropriate law enforcement agency report, County ID tag numbers, and serial numbers of equipment stolen. A copy of the entire report will be kept on file in the DBH Property Management Office and the original report will be forwarded to the County Risk Management Office for disposition.
5. All employees and/or students are indirectly responsible for the whereabouts and condition of all equipment and supply items used in performing their jobs, but not specifically signed out by them. It is the individual employee and/or student's responsibility to immediately report any missing or damaged items, in writing, to his/her immediate supervisor. The supervisor is then charged with the responsibility of filing a fully documented report with the Property Management Office and getting a police report on items reported stolen, if necessary.