

 Office of Mental Health	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 1	Section # A-3014
	Section: Administration			
	Directive: Lost, Missing, or Stolen Property Reports			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

Lost, Missing or Stolen Property Reports:

All actual or suspected lost, missing, stolen or damaged property must be reported to the Safety and Security Department at the time of the discovery. Written reports by the person making the discovery will be documented on the OMH 254 ADM form.

Safety Department Roles and Responsibilities:

Desk Officer/Safety Supervisor	<ul style="list-style-type: none"> • Receives notification of loss. • Directs complainant to complete the 254 ADM. • Reviews 250 and 254 ADM reports. • Distributes reports per Facility Policy. • Engage local Law Enforcement (LE) as needed. • Files originals in Safety Dept. File System. • Records and assigns a blotter number for the report. • Notifies designated Safety Supervisor if not already notified. • Dispatches Officer to investigate.
Safety Department Staff	<ul style="list-style-type: none"> • Responds to interview complainant and to pick up completed 254 ADM if not already at the Safety Office. Provides copy of report to complainant. • Conducts investigation. • Completes 250 ADM Investigation Report. • Submits completed 254 and 250 ADM reports to Safety Supervisor. • Provide assistance to local LE as required.