

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 120**

**VERSION: 3**

**SUBJECT/TITLE: EMPLOYEE THEFT OR MISAPPROPRIATION OF FUNDS**

**POLICY:** Any suspected theft of property from patients, visitors, workforce members or irregularities involving the loss of County resources are to be reported to the Sheriff’s Department at (747) 210-3409 for investigation and to the OVMC Compliance Officer.

**PURPOSE:** To state Olive View-UCLA Medical Center policy on reporting stolen property and/or misappropriation of funds.

**DEPARTMENTS:** All

**DEFINITIONS:** **Workforce member** includes employees, contract staff, affiliates, volunteers, trainees, and other persons whose conduct, in the performance of work for Olive View-UCLA Medical Center, is under its direct control, whether or not they receive compensation from the County of Los Angeles.

**PROCEDURE:** Upon notification, the Sheriff’s Department will conduct an investigation into the allegations and, upon completion of the investigation report, will notify the appropriate law enforcement agencies and the OVMC Compliance Officer. The Compliance Officer will review the findings and provide a report to Hospital Administration and On-site Human Resources with recommendations for corrective actions to appropriately address alleged transgression(s) and to prevent similar incidents from occurring in the future.

If the Sheriff’s Department determines through its investigation that criminal activity has occurred, it will report the findings to the Los Angeles County District Attorney’s office for review and possible filing of charges.

References:	
County Fiscal Manual, Section 1.6.1	
DHS Policy No. 933, Reporting Stolen Property	
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