

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** REPORTING STOLEN PROPERTY

**POLICY NO.** 933

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**PURPOSE::** To initiate appropriate action in incidents involving theft of County, patient, visitor or employee property.

**POLICY::** All thefts in Department facilities shall be reported immediately to the appropriate authority.

Reports of incidents involving theft of County or other property in Department facilities also shall be reported to the Administration with necessary documentation.

**GUIDE::** In hospital facilities, the Security Office shall be notified by employees. In other Department facilities, the local police agency may be notified in addition to Security notification.

All employees shall cooperate with police agencies investigating any theft in Department facilities, to the extent permitted by law.

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**EFFECTIVE DATE:** May 08, 1978

**SUPERCEDES:** November 24, 1975

**APPROVED:** Signature on File

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