

LAC+USC MEDICAL CENTER POLICY

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Subject: SECURITY: REPORTING STOLEN PROPERTY	Original Issue Date: 3/01/93	Policy # 646
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Policy Owner(s): Admin, Facilities Management Executive Sponsor(s): Chief Operations Officer		
Departments Consulted: Los Angeles County Sheriff's Department (LASD) Environment of Care Subcommittee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Operations Officer
		(Signature on File) Chief Executive Officer

PURPOSE

To ensure appropriate action in incidents involving theft of property from patients, visitors, employees, or the LAC+USC Medical Center.

POLICY

All thefts occurring on LAC+USC Medical Center grounds shall be reported immediately to LASD. It is the responsibility of all employees to cooperate with police in the investigation of any theft occurring on LAC+USC Medical Center grounds, to the extent permitted by law.

LASD shall conduct appropriate investigations and report the circumstances concerning the incident to the Medical Center Administration and appropriate police agencies.

RESPONSIBILITY

Senior Executive Council
Administrators
Department Managers
All Employees
LASD

PROCEDURE DOCUMENTATION

LASD Policy and Procedures Manual and LAC+USC LASD Station Orders
Security Management Plan

REFERENCES

California Penal Code, Sections 211, 459, 484, and 487
DHS Policy No. 933, "Reporting Stolen Property"

REVISION DATES

September 1, 1994; October 20, 1998; April 9, 2002; January 27, 2004; September 5, 2008;
November 9, 2010; February 11, 2014; December 13, 2016; February 21, 2020; April 20, 2023

DISTRIBUTION: LAC+USC Medical Center Policy Manual