



**ORANGE COUNTY SHERIFF'S OFFICE  
GENERAL ORDER  
LOST, STOLEN OR DAMAGED  
SHERIFF'S OFFICE PROPERTY**



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To: All Deputy Sheriffs & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order - Lost, Stolen or Damaged Sheriff's Office Property

**PURPOSE:** The purpose of this General Order is to establish guidelines for reporting the loss, theft of or damage to Sheriff's Office property.

**I. POLICY:**

- A. It is the policy of the Orange County Sheriff's Office to investigate all instances where property of the Sheriff's Office is lost, stolen or damaged.

**II. PROCEDURE:**

**LOST OR STOLEN SHERIFF'S OFFICE PROPERTY.**

- A. Immediately upon discovering the loss or theft of Sheriff's Office property, the involved employee shall:

1. Make all attempts to relocate the property,
2. Notify a supervisor,
3. Prepare and submit a memorandum or Incident Report containing details of the incident.

- B. In the event a Deputy discovers the loss or theft of their Sheriff's Office Shield, Identification Card or firearm, they shall immediately:

1. Make all attempts to relocate the property,
2. Notify a supervisor,
3. Report the loss or theft to the police agency having jurisdiction,
4. Ensure that an EJustice lost/stolen article entry is made. Prepare and submit a memorandum or Incident Report containing details of the incident.

**III. DAMAGE TO SHERIFF'S OFFICE PROPERTY.**

- A. Upon discovering damage to Sheriff's Office property, the involved employee shall:

1. Notify a supervisor as soon as practically possible,

2. Attempt to locate any witnesses or perpetrator(s), if damage was caused intentionally.

#### IV. SUPERVISOR RESPONSIBILITIES.

##### A.

1. Ensure that all attempts are made to relocate lost or stolen property,
2. Notify a member of the Command Staff as soon as practically possible,
3. Conduct an investigation of the incident and submit a report to a member of the Command Staff. The following are considerations for conducting the investigation and preparing the report:
  - (a) Photographs
  - (b) Statements from the perpetrator(s)
  - (c) Statements from witness(s)
  - (d) Memorandums/statements/Incident Report from involved employee(s)
  - (e) Estimates of damages
  - (f) Complete narrative with details of incident and case disposition.