

## LOSS OF PROPERTY OR FUNDS

SECTION: 35

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A. NOTIFICATION OF LOSS

Any employee who is responsible for, has access to, or has been given possession of city property or funds shall immediately notify the department head of the loss of, or inability to account for such property or funds. Also, any other employee who is aware of such a loss, irrespective of who may be the responsible party, shall also notify their department head of the loss.

B. COVERAGE BY BOND

Upon discovering a loss of property or funds or upon receiving such notice from another person, the department head shall immediately notify the city attorney and police department. If the attorney determines that the loss is one that may be covered by the city's public employee bond, the attorney shall cause that notice of the loss, or facts indicating that a loss has occurred, be immediately given to the city's insurance carrier by certified mail.

C. INVESTIGATION

The city attorney and police department shall jointly conduct an investigation of the facts surrounding any loss. The results of the investigation shall be forwarded to the mayor.