

### **INVENTORY FOLLOW-UP**

Following notice that an item of property subject to the Fixed Asset Policy is missing (whether the notice is due to the completion of the physical inventory required by the Fixed Asset Policy, or upon noticed received in any other manner), an investigation shall be done in an attempt to discover the whereabouts of the property, when the property was last seen, and who may have had the property. The investigation shall be performed by the Deputy Director if the property is missing from the Valley City office. The investigation shall be performed by the Supervising Attorney of the Public Defender Office if the property is missing from a public defender office. A complete report of the investigation shall be provided to the Director, along with any suggestions to prevent future loss of property. The report shall be provided to the Director within two weeks of the discovery of the loss. In an appropriate situation, the Director may direct that the Deputy Director or Supervising Attorney report the loss to local law enforcement as a theft.