

SUPERIOR COURT OF GUAM

ADMINISTRATIVE POLICY

LOSS, DAMAGE OR THEFT OF COURT-ISSUED PROPERTY

POLICY STATEMENT: It is the court's policy that all court employees exercise diligent and prudent care in the handling and safekeeping of government issued property. Property for purposes of this policy is defined as all incidental supplies, materials and equipment issued in conjunction with the performance of duties. When employees are issued court property, they are assigned full responsibility to exercise prudence in the operation, handling, care and safekeeping of the issued property. The following provisions shall govern the manner and procedures in which employees are required to adhere.

I. TEMPORARY LOAN OR TRANSFER OF PROPERTY

Unless otherwise instructed by supervisors, employees are prohibited from loaning or transferring court property to another person or employee without written permission. Such permission is prescribed on a form from the Court Procurement Section.

II. LOSS OR THEFT OF COURT-ISSUED PROPERTY

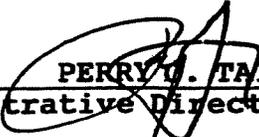
1. Employees shall immediately report in writing any loss, damage or theft of court property to his/her division head. Courtesy copy of the report should be given to the Court Procurement Administrator. This report must contain details relative to the circumstances and facts of the incident; i.e., what, when where, and how and must be submitted no later than three (3) working days after the date of occurrence or incident known to the employee.
2. The division head or his/her designee will immediately conduct an investigation to determine responsibility for the loss, damage or theft and/or collect pertinent information relative to the incident.
3. Upon conclusion of the investigation, the division head will submit his/her findings to the Administrative Director to include appropriate action taken or action recommended.

III. REIMBURSEMENT OF PROPERTY LOSS

Notwithstanding the provisions of 4 GCA Chapter 3, the

Administrative Director may require an employee to reimburse the court for property loss in the event that negligence, malice or willful damage was evident. In this regard, the Court Procurement Administrator will determine the cost of reimbursement for Administrative Director's approval. Upon approval, the Financial Management Division will prepare an invoice and forward the invoice to the employee.

This policy serves as a general policy and does not preclude the discretionary authority of division heads to establish division internal policies and procedures pertinent to specific court-issued property. Such established policy however, must be consistent with this general policy.


PERRY J. TAITANO
Administrative Director of the Court

8/10/92
Date