


Commission on Animal Care & Control	General Order : #011
Subject: Property (Missing/ Damaged/Loss)	Date Issued: 07-17-02 Manager's Approval: 

This order establishes procedures to be followed by the Supervisors/Acting Supervisor/Personnel when it has been discovered by them that property belonging to, or in custody of, the Commission on Animal Care and Control is found to be missing, damaged or destroyed.

1. The Supervisor/Acting Supervisor

A. Immediately upon discovery or being notified of missing, damaged or destroyed property including animals, either belonging to, or in custody of, the Commission on Animal Care and Control will:

1. notify and make an official report with the Chicago Police Department
2. obtain a copy of police report and/or record division number (RD number)

B. Immediately after notifying the Police Department submit in writing, a report to the Operations Manager naming the property and all circumstances concerning the missing/damaged or destroyed property.

1. this does not mean animals properly disposed of according to the law in the day-to-day operations of the Animal Control Center.

2. Animal Care and Control Center Personnel

A. Immediately upon discovering missing/damaged or destroyed property either belonging to, or in custody of, the Commission on Animal Care and Control personnel will:

1. Immediately verbally notify their respective Supervisor/Acting Supervisor of the incident and submit a to-from report to their Supervisor.