

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Systems and Network Operations	Revised:	December 2009
Policy 5.5.9	Lost or Stolen Communications Equipment	Responsibility:	Vice President and Chief Information Officer

LOST OR STOLEN COMMUNICATIONS EQUIPMENT

Policy

Each department is responsible for the care of the communications equipment (e.g., cell phones, pagers) in their care.

If any equipment is lost, stolen, or damaged due to abuse, a fee equal to the replacement cost of the equipment will be charged to the responsible department for its replacement.
