

**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
<b>Policy 5.5.9</b>	<b>Lost or Stolen Communications Equipment</b>	Responsibility:	Vice President and Chief Information Officer

## **LOST OR STOLEN COMMUNICATIONS EQUIPMENT**

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### **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.

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