

**MULTNOMAH COUNTY, OREGON**  
**ADMINISTRATIVE PROCEDURE RSK-6**

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**SUBJECT:** Property Damage/Loss Report and Request for Replacement

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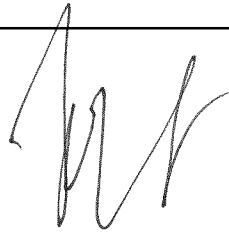
**PURPOSE:** To establish a standard method for recovering or replacing lost, stolen or damaged County property

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**ORGANIZATION RESPONSIBLE:** Department of County Management, Risk Management Section

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**CHAIR JEFF COGEN**



**DATE:** July 2012

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**ORGANIZATIONS AFFECTED:** All Departments/Offices

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**LEGAL CITATION REFERENCE:** MCC 7.100 to 7.104

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**FORMS INCLUDED**

- ❖ Property Damage/Loss Report & Request for Replacement

**I. PROCEDURE DESCRIPTION**

**A. General**

- a. This procedure is applicable to all Departments/Offices. Exceptions to this procedure shall be made at the discretion of the Risk Manager.
- b. Payment of all losses sustained by the County are made from the Risk Management Fund in accordance with MCC 7.100 et seq., the County's Risk Management Policy.

## II. RESPONSIBILITIES

### A. Department/Office

1. For recovery of stolen, damaged or destroyed County-owned

equipment, the Department/Office will:

- a. immediately report the loss to Risk Management, Property & Liability Program, on a Property Damage/Loss Report and Request for Replacement, Form RSK-6;
- b. obtain the necessary documentation concerning the loss including date, time and cause, and submit a police report when appropriate;
- c. research the cost to replace the equipment;
- d. forward all documentation of the loss and replacement value, with a written request for replacement, to Risk Management, Property & Liability Program, and if applicable,
- e. complete an Asset Disposition Form. (See County Administrative Procedure #FIN-10.)

### B. Risk Management

1. Assist the Department/Office in documenting the loss.
2. Coordinate the recovery or replacement with other Departments/Offices or outside agencies that may be involved.
3. The Departments/Offices will be responsible for bearing a deductible of \$750 per occurrence for equipment and contents.
4. In the event of a dispute as to the amount of the settlement, the Risk Manager shall make the final determination of loss.
5. Settlements will be reviewed and approved by the Property & Liability Program before Risk Management Fund disbursements are made.
6. Disbursement of funds from the Risk Management Fund must be authorized by Risk Management, Property & Liability Program.
  - a. Departments/Offices shall be responsible for submitting purchase orders and billings to Risk Management, Property & Liability Program, to ensure proper payment is made.

7. Reimbursement must be requested within six (6) months from the date of loss and completed within 12 months from the date of loss.
8. Once reimbursement has occurred, any stolen County property that is

recovered shall be returned to Risk Management, Property & Liability Program, for appropriate disposition.

### III. IMPLEMENTATION AND INTERPRETATION

Any questions on the implementation or interpretation of this procedure should be directed to the Risk Management Section which is responsible for interpreting and implementing this procedure.

**MULTNOMAH COUNTY, OREGON  
COUNTY PROPERTY DAMAGE/LOSS REPORT  
AND REQUEST FOR REPLACEMENT**

Form RSK-6

Department/Office: \_\_\_\_\_

Date & Time of Loss/Damage: \_\_\_\_\_

Name of Person Filing Report: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of County Property: \_\_\_\_\_

Statement of Cause of Loss or Damage: \_\_\_\_\_

Functional Replacement Cost: \$ \_\_\_\_\_

Less:  
Deductible (Equipment \$750) \_\_\_\_\_ - \$750.00

Reimbursement Request: \$ \_\_\_\_\_

Request is made to replace lost or damaged County property in the amount of

\$ \_\_\_\_\_.

SAP Codes to reimburse: \_\_\_\_\_  
Cost Center or WBS Code General Ledger Code

\_\_\_\_\_  
Department Director/Division Manager or  
Elected Official Signature

\_\_\_\_\_  
Phone Number and Date Signed

Attach supporting documentation, i.e. replacement value quotes, police reports, accident reports, etc. Forward completed form to Risk Management, Property & Liability Program, 503/531.  
*Reviewed July 2012*