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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-162

Date: November 18, 1993

Division: System Support
and Information
Services

TO: Local District Commissioners

SUBJECT: Equipment Stolen from or Damaged in
Local District Sites

ATTACHMENTS: None

Due to an increasing number of requests to replace devices that had been stolen and the fiscal constraints facing the Department, the Department was forced to institute a policy, discussed in Transmittal No 92 LCM-54, to recover the full amount of the contract purchase price of any and all Department provided telecommunications equipment stolen from local district sites by applying chargebacks against local district claims.

Due to a similar increase in the number of requests to replace devices that have been damaged by local district staff due to improper use, and the ongoing fiscal constraints facing the Department, it has become necessary to expand this policy to include equipment damaged at local district sites. We regret having to expand this policy but are confident that districts can take appropriate steps to avoid any future losses.

Please review your district's site security measures to ensure the safety of the telecommunication equipment. Should you have any questions regarding this memorandum, please contact Henry Stone at 1 800-342-3715, ext. 4-3679 (OA USERID OPC080).

Thank you for your cooperation in this matter.

John J. DiPalermo
Deputy Commissioner
System Support & Information Services