

Attachment A

LOSS OF PUBLIC PROPERTY REPORT
Reported to Internal Audit between 7/1/2020-6/30/2021

DEPARTMENT	DESCRIPTION	DATE REPORTED to IA	AMOUNT REPORTED	DISPOSITION	TYPE
Behavioral Wellness	Petty Cash Theft	7/13/2020	\$80	Petty cash of \$80 was discovered to be missing. Management has secured the petty cash box in an office and the key will be kept in a combination box.	Cash Loss
	Stolen Laptop	7/31/2020	\$1,500	A County owned laptop was stolen out of an employee's vehicle. A police report was filed with local law enforcement. General Service's Information and Communications Technology (ICT) Device Loss Procedures were followed to disable the device.	Stolen Property
	Stolen Laptop	7/31/2020	\$1,500	A County owned laptop was stolen out of an employee's vehicle. A police report was filed with local law enforcement. General Services ICT Device Loss Procedures were followed to disable the device.	Stolen Property
	Stolen Bus Passes	10/5/2020	\$309	MTD bus passes and tokens were stolen from a bank bag stored at the Behavioral Wellness Santa Barbara office. Management established new procedures to lock away the bank bag at the end of each day. In addition, the bus passes will only be distributed during business hours by the Administrative Office Professional (AOP) staff or supervisor.	Stolen Property
	Lost Laptop	4/13/2021	\$2,500	Employee lost their laptop while returning a County vehicle at the Betteravia Government Center Parking Lot. The Department's IT team was notified of loss and the loss was reported to General Service's ICT division.	Property Loss
	Stolen Laptop	6/4/2021	\$2,500	A County owned laptop was stolen out of an employee's unlocked vehicle. A police report was filed with local law enforcement. General Service's ICT Procedures were followed to disable the device.	Stolen Property
	Stolen Laptop	6/14/2021	\$1,648	A County owned laptop and smartphone were stolen from an employee's vehicle. A police report was filed with local law enforcement. Behavioral Wellness IT disabled the laptop and reported the loss to General Service's ICT division.	Stolen Property
	Stolen Phone	6/14/2021	\$73	A County owned laptop and smartphone were stolen from an employee's vehicle. A police report was filed with local law enforcement. Behavioral Wellness IT disabled the laptop and reported the loss to General Services ICT division.	Stolen Property
	Lost Phone	6/30/2021	\$250	A County cell phone was lost by an employee. The phone was not recovered.	Property Loss
	Lost Phone	7/22/2021	\$20	A County cell phone was lost by an employee. The phone was not recovered.	Property Loss
	Lost Phone	7/22/2021	\$20	A County cell phone was lost by an employee. The phone was not recovered.	Property Loss
	Lost Phone	7/22/2021	\$20	A County cell phone was lost by an employee. The phone was not recovered.	Property Loss
	Lost Phone	7/22/2021	\$20	A County cell phone was lost by an employee. The phone was not recovered.	Property Loss
		Behavioral Wellness Total		\$10,440	

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Community Services Department	Stolen Laptop	9/16/2020	\$1,274	A County owned laptop was stolen from an employee's vehicle. The Department followed Stolen Device Loss Procedures. Additionally, a police report was filed with the Santa Barbara Police Department.	Stolen Property
		Community Services Department Total	\$1,274		
Planning and Development	Lost Phone	10/5/2020	\$56	A County cell phone was lost by an employee. The phone was not recovered.	Property Loss
		Planning and Development Department Total	\$56		
Probation	Loss of Cash	N/A	\$10	The Department contact reported to the Internal Audit (IA) Division that they were unable to determine the cause for the loss of \$10 after review of video surveillance footage.	Cash Loss
	Loss of Cash	N/A	\$5	The Department contact reported to the IA Division that they were unable to determine the cause for the loss of \$5 after review of video surveillance footage.	Cash Loss
	Loss of Petty Cash	N/A	\$5	The Department contact reported to the IA Division that they were unable to determine the cause of the \$5 loss.	Cash Loss
		Probation Department Total	\$20		
Public Health	Stolen Laptop	5/17/2021	\$1,800	A County owned laptop was stolen from an employee's vehicle. The Department's IT staff followed procedures to wipe the device.	Stolen Property
	Stolen Gift Card	5/14/2021	\$135	\$135 prepaid VISA cards used for the Public Health Mobile Vaccination project were stolen from a scam website. The Department filed a police report. The District Attorney's Office is working on an investigation with local law enforcement.	Cash Loss
		Public Health Department Total	\$1,935		

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DEPARTMENT	DESCRIPTION	DATE REPORTED to IA	AMOUNT REPORTED	DISPOSITION	TYPE
Sheriff-Coroner	Loss of Petty Cash	9/1/2021	\$65	Petty cash of \$65 was discovered to be missing at the Santa Maria office. The Sheriff's contact was unable to find a receipt for the shortage in petty cash. The Sheriff's office established internal controls that will require petty cash withdrawals to be signed off by either the Sergeant or Senior LOP. In addition, the Sheriff's Office will keep receipts and vouchers in a locked safe.	Cash Loss
	Loss of Cash	11/23/2020	\$730	The Sheriff's department reported a cash shortage of \$730 to the IA Division. The shortage was due to a clerical error upon transfer of inmates from the Lompoc Jail to the Santa Barbara County Jail. The Sheriff's Office is using a new form for transferring inmates from the Lompoc Jail to prevent this error from occurring again.	Cash Loss
		Sheriff-Coroner Department Total		\$795	
Social Services	Stolen Device	12/30/2020	\$500	A County owned iPad was stolen from an employee's vehicle. A police report was filed and the Department's IT staff followed procedures to wipe the device.	Stolen Property
	Lost Phone	1/20/2021	\$200	An employee's County owned cell phone was lost. General Services ICT Device Loss Procedures were followed to disable the phone.	Property Loss
	Stolen Desktop	2/25/2021	\$999	A separated employee did not return a desktop computer. The Department made several attempts to get back the equipment but the equipment was not recovered. The Department's IT staff followed procedures to wipe the device.	Property Loss
	Stolen Monitor	2/25/2021	\$208	A separated employee did not return a computer monitor. The Department made several attempts to get back the monitor but the equipment was not recovered.	Property Loss
	Stolen Phone	3/24/2021	\$200	A County employee's purse was stolen containing her County owned cell phone and badge. A police report was filed by the Department.	Stolen Property
	Stolen Device	4/20/2021	\$322	A County owned iPad was stolen from an employee's car. A police report was filed and the Department's IT staff followed procedures to wipe the device.	Stolen Property
		Social Services Department Total		\$2,429	
		FY 2020-2021 Grand Total	\$16,949		