

State of Michigan
Independent Citizens Redistricting Commission (MICRC)
Policy and Procedure for Reporting Damaged, Malfunctioning,
Lost or Stolen State Issued Equipment

Adopted and Effective April __, 2021

DRAFT (dated April 5, 2021)

A. Purpose

The MICRC adopts the following Policy and Procedure for the Reporting of Damaged, Malfunctioning, Lost or Stolen State Issued Equipment (“Policy”) to establish a uniform procedure to address the loss or theft of state issued equipment that comports with the Michigan Department of Technology, Management and Budget (“DTMB”) *Lost or Stolen State-Owned or Managed IT Equipment Procedures* as well as to address the reporting of damaged or malfunctioning state-issued equipment.

B. Policy

Any individual associated with the MICRC, including Commissioners, staff, consultants, and contractors with access to or possession of state issued equipment shall implement and maintain appropriate safeguards to prevent loss, damage and/or theft of MICRC equipment. The Executive Director of the MICRC must be notified immediately of equipment that is lost or stolen. Within 24-hours of the equipment being first discovered as lost or stolen, the individual must complete and file a DTMB *Lost or Stolen Equipment Report Form (DTMB-0052)*. Theft of equipment should also be immediately reported to local law enforcement personnel within the 24-hour timeframe. To prevent losses due to theft, where appropriate, the installation and use of theft prevention devices is encouraged. Damaged or malfunctioning equipment should be reported promptly following the procedures set forth in this Policy.

C. Procedures

1. Information Preparedness. To be prepared in the event of a loss or theft emergency, individuals shall note the following information regarding their state issued equipment upon receipt of such equipment or adoption of this Policy: Type of Equipment; Description of Equipment; UserID, Device Manufacturer; Model Number; Tag or Serial Number; Telephone Number of Mobile.
2. Timing in the Event of Lost or Stolen Equipment. Immediately and in no event later than 24 hours after the equipment is first discovered to be lost or stolen, the individual shall:
 - a. Notify the MICRC Executive Director of the loss or theft to obtain the DTMB *Lost or Stolen Equipment Report Form (DTMB-0052)* and related instructions to report the incident.

- b. For theft of equipment, file a report with local law enforcement personnel and request a copy of that report.
 - c. Complete and submit the *DTMB Lost or Stolen Equipment Report Form (DTMB-0052)*.
 - d. Any lost or stolen cell phone should also be reported to the DTMB Customer Service Center (“CSC”) Help Desk at 1-800-968-2644 or 1-517-241-9700 so that the Smart Device team can disable the phone.
 3. Procedure to Report Lost or Stolen Equipment.
 - a. Upon receiving the notification in Subpart 2 of this Section, the MICRC Executive Director shall provide the *DTMB Lost or Stolen Equipment Report Form (DTMB-0052)* to the individual reporting the lost or stolen equipment who shall complete the *Report Form* in full. The Executive Director shall also provide the corresponding *DTMB Instructions for Completing DTMB-0052 Lost or Stolen Equipment Report* to guide and aid the individual.
 - b. The individual shall submit the *Report Form* as indicated, retain a personal copy, and provide a copy of the submitted form and any attachments to the Executive Director.
 - c. Any lost or stolen cell phone should also be reported to the DTMB Customer Service Center (“CSC”) Help Desk at 1-800-968-2644 or 1-517-241-9700 so that the Smart Device team can disable the phone.
 4. Timing and Procedure to Report Damaged or Malfunctioning Equipment. Individuals shall promptly notify the MICRC Executive Director of damaged or malfunctioning equipment and report such equipment issues to the DTMB CSC Help Desk at 1-800-968-2644 or 1-517-241-9700. The DTMB CSC will create a ticket for the individual and assign a field service technician to assess the “repair or replace” status of the device.
 5. Notification. The Executive Director shall notify the MICRC and its staff, consultants, and contractors regarding the reporting of the suspected loss or theft. If it is determined that the state property was lost due to fraud or embezzlement, the Executive Director shall notify the General Counsel to jointly determine next steps, which may include discussion with the Chairperson, notification of law enforcement and/or the Office of the Attorney General.
 6. Corrective Action Plan (“CAP”). The individual shall propose a CAP as part of the *Report Form*. They may discuss their proposed CAP with the Executive Director in advance.