655 **Loss of Personal Property**

The department is not responsible for personal items you bring to, or keep in, the office. Personal items include (but are not limited to) radios, office decorations, money left in your desk, coffee makers, purses/wallets or other items you own.

Claims filed with the department for the reimbursement or replacement of personal items lost, stolen or damaged while on state property will not be accepted. Any losses from theft should be promptly reported to the Agency Security Coordinator in the Office of Inspector General and the police upon discovery. Also, contact your insurance company about possible coverage. The department works hard to ensure the overall security of the workplace. This includes working with employees, visitors, security guards, maintenance workers and anyone else entering a HFS facility to keep everyone safe.

Any person committing a crime or convicted of a crime, such as theft, is in violation of the department's work rules and is subject to disciplinary action.