

OFFICE OF THE DEPUTY COMMISSIONER FOR ADMINISTRATION

Loss Reporting Action Steps

Action Steps	Responsible Party	Who to Contact and How to Contact	Timeframe
<p>Send Email notification to Loss Response Team using the agency email distribution list "DCF DL Loss Response". Report any loss or theft of:</p> <ul style="list-style-type: none"> • Confidential/Restricted Information • Laptop Computer • Cell Phone • State Funds • LCD Projector • Television, VCR or DVD Player • State Automobile • Desktop Computer/Monitor • AlphaSmart Units • State Credit Card • Printer or Scanner • Any State owned equipment with a value greater than \$1000 <p>Note: The distribution list "DCF DL Loss Response" will automatically notify: Commissioner, Office of Legal Affairs, Communications Director, Fiscal, Human Resources, Information Systems and Engineering.</p>	<p>Individual who experienced the loss or theft. That person shall provide the following information:</p> <ul style="list-style-type: none"> • Who • What • When • Where • How • Any Confidential Information? 	<p>Loss Response Team</p> <p>Please use: www.ctmail.ct.gov to report losses after normal business hours.</p>	<p>Immediately upon discovering the loss or theft or as shortly thereafter as possible.</p>
<p>If a theft occurred, notify your local police department or building Security. Inform them that you are reporting a loss of state property. If needed, the local police or security will route you to the State Police. Please obtain a copy of the police report, or at a minimum, the police report number for agency use.</p>	<p>Individual who experienced the loss or theft.</p>	<p>Call 911 or Security</p>	<p>As soon as possible</p>
<p>If the device contained confidential or restricted data, obtain a copy of the completed Mobile Data Control Form that authorized you to use this data to document what information was contained on the mobile device and document what confidential material exists on the device that requires a response from the agency.</p>	<p>Immediate Supervisor of the individual who experienced the loss or theft.</p>	<p>Office of Legal Affairs</p>	<p>Within 8 business hours</p>
<p>Notify Department Of Information Technology (DOIT)</p>	<p>Agency IS Director</p>	<p>DOIT Help Desk</p>	<p>Immediate</p>
<p>Update Commissioner (if necessary)</p>	<p>Agency Legal Director</p>	<p>N/A</p>	<p>As appropriate</p>
<p>Notify Governor's Office (If necessary)</p>	<p>Commissioner</p>	<p>N/A</p>	<p>As appropriate</p>
<p>Identify Serial Number(s) and Value of lost or stolen Items</p>	<p>IS Operations Manager</p>	<p>N/A</p>	<p>Within 8 business hours</p>
<p>If necessary, update the Reports of Loss or State Owned Real and Personal Property form, reporting the theft or loss to the appropriate authorities with police report.</p>	<p>Fiscal Business Office</p>	<p>N/A</p>	<p>Within 10 business days</p>
<p>Where possible, issue notifications to individuals whose information may be contained on the lost or stolen device.</p>	<p>Manager of individual who experienced the loss or theft, in consultation with Office of Legal Affairs staff</p>	<p>N/A</p>	<p>Within 5 business days</p>
<p>Mark item as lost or stolen in the CoreCT Asset Module</p>	<p>Fiscal Business Office</p>	<p>N/A</p>	<p>Within 10 business days</p>