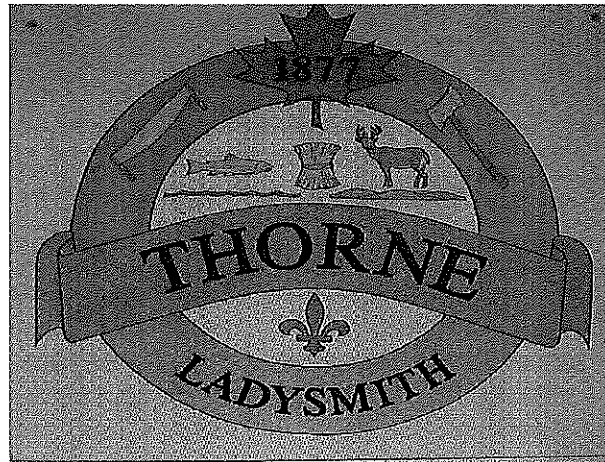


**POLICY ON THEFTS
IN MUNICIPAL FACILITIES**



Adopted by the municipal council of December 10, 2024
Resolution number 164-12/2024

POLICY ON THEFTS IN MUNICIPAL FACILITIES

POLICY NUMBER 2024-05

SUBJECT Policy on thefts in municipal facilities

EFFECTIVE DATE December 10, 2024

REVISION DATE Periodically or as needed

RESOLUTION NUMBER 164-12/2024

Human Resources SERVICE

In order not to weigh down the text, we comply with the rule which allows the use of the masculine with the value of neutral

Purpose:

The purpose of this policy is to define the procedures to be followed in the event of theft of municipal property or private property in municipal facilities, as well as preventive measures to minimize the risks.

Scope:

This policy applies to all municipal employees, elected officials, volunteers, as well as users of municipal facilities.

1. Theft prevention**1.1. Surveillance and security**

Camera surveillance systems are installed in municipal buildings to deter theft and protect municipal property. Employees must ensure that the premises are always locked after they leave.

1.2. Access control

Only authorized persons will have access to sensitive areas or offices containing valuable goods. Keys and access codes must be managed strictly.

1.3. Employee awareness

Security awareness sessions will be organized to inform employees of good practices to adopt to protect municipal property.

2. Reporting a theft**2.1. Filing a complaint**

Any person who witnesses or is the victim of a theft in municipal facilities must report the incident immediately to the human resources department or to their hierarchical superior.

2.2. Reporting Procedure

A theft report form must be completed and submitted to the department responsible for building security. This form includes a description of the stolen property, the circumstances, and information on potential witnesses. (Appendix 1)

2.3. Notification to the relevant authorities

In cases where municipal property or personal property of significant value is stolen, a formal complaint will be filed with the local police authorities.

3. Investigation and follow-up**3.1. Internal investigation**

An internal investigation will be conducted by the risk management department in collaboration with human resources to determine the circumstances surrounding the theft.

3.2. Disciplinary measures

If a municipal employee is involved in a theft, disciplinary measures ranging from suspension to dismissal may be applied, in accordance with the policies in force.

3.3. Reimbursement or replacement of stolen goods


The municipality will assess the possibility of reimbursing or replacing stolen goods belonging to users, depending on the circumstances and the liability incurred.

4. Review and update

This policy will be reviewed annually or following any major incident to ensure its effectiveness and compliance with local laws.

Notice of motion: November 12, 2024

Adoption: December 10, 2024



Karen Kelly
Mairesse / MAYOR



Stacy Lafleur
Directrice générale / Director GENERAL

ANNEX 1

FLIGHT DECLARATION FORM

Municipality of Thorne

Date of incident: _____

Location of incident: _____

1. Information about the person making the declaration

Name: _____

Position (if municipal employee): _____ Telephone number: _____

Email address: _____

2. Description of stolen goods

Designation of the property	Detailed description (make, model, color, etc.)	Quantity	Approximate value
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3. Circumstances of the flight

Date and estimated time of theft: _____

Exact location where the goods were stolen: _____

Description of circumstances:

4. Potential witnesses

Name(s) and contact details of witnesses:

1. _____
2. _____

5. Additional details (if applicable)

Did you inform the police? Yes No

If yes, police report number: _____ Other relevant details:

6. Declaration

I declare that the information provided above is accurate to the best of my knowledge and I undertake to cooperate fully in the investigation that will follow.

Name: _____

Signature: _____

Date : _____

For internal use only:

Form received by: _____

Date : _____

Follow up : _____