

WELLS RURAL ELECTRIC COMPANY

Adopted: November 15, 1984

Reviewed: August 21, 1998

Revised: August 21, 1998

POLICY NO. 10-1

INJURY TO COMPANY PROPERTY

I. OBJECTIVE

To establish a policy and procedure for the guidance of company personnel in cases concerning power diversion, meter tampering and other injury to company property in violation of NRS 704.800 or comparable Utah law.

II. POLICY

It shall be the policy of this company that when any member's meter has been tampered with, or other power diversion tactics are discovered, or company property has been injured or damaged in violation of NRS 704.800, or comparable Utah law.

1. Immediately conduct a full and complete investigation as to the circumstances, secure photographs, obtain and retain all documented evidence possible, analyze and compare power use figures relative to the meter location in question, and take all other appropriate action to document the nature and extent of the loss, if any suffered by the company, and in this regard, if evidence discloses any criminal violation, the cooperation of the local police officer will be sought.
2. Notify the member/owner involved or any other responsible person as to the same.
3. As to each case, the details of the investigation shall be reported to the board of directors, and the board shall be kept advised of the progress of each matter.
4. Deliver the results of all investigations over to the local police officers, the district attorney and the company attorney for one/or both of the following actions.
 - a) Prosecution under the criminal statutes of the state involved.
 - b) Proceed with a civil action to collect damages pursuant to NRS 704.800, or any comparable Utah law.
5. Each case shall be separately identified by number, all evidence shall be so identified, and all evidence shall be preserved and secured until a final disposition of the matter is complete.

6. Staff members shall follow the instructions attached here to as EXHIBIT A, which instructions may be amended or supplemented from time to time by the chief executive officer.
7. It shall also be the policy of the company to make unscheduled routine checks of members' services throughout the service area of the company. Such checks shall include, but not limited to, the following:
 - A) Visual examination shall be made of all meters for evidence of meter tampering or other unauthorized evidence of power diversion;
 - B) A written memorandum of such check shall be returned to an maintained at the office of the company for a reasonable period of time;
 - C) Any unusual disclosure of circumstance shall be noted, including missing or damaged meter seals, and the date any such seals were replaced;
 - D) The location or existence of buildings, trees or other objects dangerously close to power lines shall be noted;
 - E) All such reports shall be dated and signed or initialed by the employee making the same.

III. RESPONSIBILITY

It shall be the responsibility of the chief executive officer, together with the department heads, to administer this policy.