
Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or Department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable Department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available following notice to a supervisor.
- (c) Except when otherwise directed by a competent authority or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authorization.
- (e) In the event any Department property is damaged or unserviceable, employees shall not attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Bureau Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding of no misconduct or negligence, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) are not reasonably required as a part of work.

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700.3.1 REPORTING REQUIREMENT

In the event of damage occurring to Department property or equipment, whether caused by a Police employee or not, the following actions shall be taken:

- (a) The employee observing or discovering the damage shall immediately, if circumstances permit, notify the first available supervisor.
- (b) Upon notification of damage, the supervisor shall document the damage on a Supervisor's Log, and shall include the following: A complete and detailed description of the property/equipment, the damage sustained, the circumstances surrounding the incident, to whom the damage may be attributed (if known), why, and the disposition of the case (if applicable).
- (c) The supervisor shall attach photographs of the damage to the Supervisor's Log.
- (d) The Supervisor's Log shall be directed, via the chain of command, to the Property and Facilities Manager.

The procedure described above does not apply to damage to issued uniforms or equipment due to normal "wear and tear."

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Department Property Loss Or Damage

Personal Property Loss Or Damage[Officers_Deputies] and other employees intentionally or unintentionally may cause damage to real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as follows:

- (a) A verbal report shall be made to the first available supervisor
- (b) The supervisor shall view the damage and document it in accordance with the manner described in the above Reporting Requirement section of this policy.
- (c) The Supervisor's Log shall be directed, via the chain of command, to the Professional Standards Division with a copy of the report directed to the City's Risk Management Section. The Supervisor's Log should be completed by the supervisor's end of watch, but must be completed within 5 calendar days of the incident.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the

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supervisor. These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Bureau Commander.