

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 and following notice to a supervisor.
- (c) Except when otherwise directed by 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 authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

The department has a Quarter Masters Program to purchase uniform equipment yearly for all its personnel. The department recognizes at times officers do purchase and use their own equipment; however, this practice is discouraged. Approval to use personal equipment should be obtained through the Assistant Chief of Police or his/her designee. Request for specific equipment or additional equipment needs to be requested on an interdepartmental correspondence (IDC). The IDC should be directed from the employee to his/her supervisor identifying the need for such equipment and cost, if known. The supervisor shall direct an IDC either denying or recommending approval to the service area commander. The request shall be forwarded to the Assistant Chief of Police for final determination.

Claims for reimbursement of damaged department/personal property during the performance of an employee's duties, or department/personal property which is either lost or presumed stolen,

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shall be documented on the property city claim form and may require an interdepartmental correspondence (IDC) by the employee. The IDC shall detail the circumstances surrounding the damage or loss of the property. A report number should be included if a report was initiated. The employee seeking reimbursement or replacement of the damaged or property loss, shall forward the documentation to the employee's supervisor for a recommendation. The supervisor shall write an IDC which shall address whether reasonable care was taken to prevent the loss or damage. The supervisor shall route the IDC to the Chief of Police for final determination. Photographs shall be taken of the damaged property whenever possible and submitted with the IDC.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.3.2 CLAIM FOR REIMBURSEMENT FORM

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the 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 provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

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 supervisor.

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

700.4.2 PROCEDURE

1. EMPLOYEE RESPONSIBILITIES

A. WHEN AN EMPLOYEE OF THIS DEPARTMENT CAUSES DAMAGE TO CITIZENS' PROPERTY THE EMPLOYEE SHALL COMPLETE AN IDC SETTING FORTH A DETAILED DESCRIPTION OF THE DAMAGE, THE CIRCUMSTANCES WHICH CAUSED THE DAMAGE

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AND THE NAME OF THE PROPERTY OWNERS AND ALL KNOWN WITNESSES. B. THIS IDC SHALL BE COMPLETED AND GIVEN TO THE IMMEDIATE SUPERVISOR PRIOR TO THE END OF THE EMPLOYEES SHIFT ON WHICH THE DAMAGE OCCURRED. C. IF THERE IS AN ASSOCIATED INCIDENT REPORT WITH THE INCIDENT INCLUDE THE REPORT AT THIS TIME. HOWEVER, IF THE REPORT IS NOT COMPLETED BY THE END OF SHIFT IT IS IMPERATIVE TO INCLUDE THE REPORT NUMBER WITHIN THE BODY OF THE INTER-DEPARTMENT CORRESPONDENCE.

2. SUPERVISOR RESPONSIBILITIES A. INSURE PHOTOGRAPHS OF THE DAMAGE ARE TAKEN AND INCLUDED IN THE INTER-DEPARTMENT CORRESPONDENCE/ INCIDENT REPORTS WHERE APPROPRIATE. B. REVIEW THE INTER-DEPARTMENT CORRESPONDENCE AND INSURE ALL THE REPORTED FACTS ARE ACCURATE SO THE REVIEWING WATCH COMMANDER/LIEUTENANT CAN MAKE THE APPROPRIATE RECOMMENDATION(S) TO RISK MANAGEMENT. C. FORWARD TO REVIEWING WATCH COMMANDER/LIEUTENANT.

3. LIEUTENANT/WATCH COMMANDERS RESPONSIBILITIES A. FORWARD THE ORIGINAL COPY OF THE REPORT TO THE PROFESSIONAL STANDARDS BUREAU OFFICE WITHIN 72 HOURS OF THE DATE THE DAMAGE WAS CAUSED. BE SURE TO INCLUDE ANY ACTIONS TAKEN TO REPAIR THE DAMAGE, RECOMMENDATIONS, AND/OR COMMENTS THAT WOULD ASSIST RISK MANAGEMENT. B. FORWARD A COPY TO THE ASSISTANT CHIEF'S OFFICE. C. FORWARD THE FINAL REPORT(S) TO BUREAU OF PROFESSIONAL STANDARDS TO BE MAINTAINED PENDING CITIZENS' FILING OF CLAIM.

4. PROFESSIONAL STANDARDS BUREAU A. FORWARD A COPY OF THE REPORT TO THE CITY RISK MANAGEMENT OFFICE WITHIN 72 HOURS OF THE DATE THE DAMAGE WAS CAUSED. B. MAINTAIN REPORT (S) PENDING CITIZENS' FILING OF CLAIM.