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## 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

Claims for reimbursement for damage or loss of personal property must be made on the proper form or by submitting a memorandum. This form or memo 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 Division 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.

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Upon review by staff and a finding that no misconduct or negligence was involved, 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.) that are not reasonably required as a part of work.

#### 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/memo 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 REIMBURSEMENT SCHEDULE

The Department will reimburse for damaged equipment that is required by the Department as outlined in policy 1046, excluding any optional equipment. The Department will not reimburse the cost of uniforms or equipment damaged through negligence and /or misconduct. Upon review, the Department may elect to reimburse for replacement uniforms that have been damaged during the course and scope of employment as follows:

- A. Full Reimbursement - Newly purchased to 12 months to include the cost of patches and sales tax.
- B. 75% Reimbursement - 12 months to 24 months in good condition. Reimbursement to include patches and sales tax.
- C. 50% Reimbursement - 24 months to 36 months in good condition: Reimbursement to include patches and sales tax.
- D. Generally the Department will not reimburse for uniforms or equipment older than 36 months. However, uniforms and/or equipment in this category can be evaluated on a case by case basis and with the approval of the Chief of Police.
- E. The Department will reimburse for all Department issued safety equipment that is damaged in the course and scope of employment not arising out of misconduct or negligence.
- F. Any uniform that is deemed unsuitable for duty use at the time damage is incurred may not be eligible for reimbursement.

All reimbursement requests must include the original purchase receipt along with the receipt for the new purchase. All reimbursements are subject to the approval by the Chief of Police and are not guaranteed.

This policy is not intended to cover all possible scenarios and in general does not apply to personally owned property and/or equipment. Personal items can be evaluated on a case by case basis.

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### **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.