

## 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 via memorandum via chain of command. This 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.

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.

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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 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.

The employee is required to provide documentation that establishes the price of the item. (i.e. receipt or a quote from a business.)

#### 700.3.2 STANDARD OF REIMBURSEMENT

The reimbursement amount will be based on the current market rate of the lost or damaged item.

This amount may be prorated based upon the age and/or condition of the lost or damaged property.

### **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.
- (c) Photographs of damaged property shall be taken.

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

#### 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.

### **700.5 REQUESTING NEW DEPARTMENTAL PROPERTY ACQUISITIONS**

Any employee may propose a request for acquisition of City property if he/she believes that it would increase the efficiency or effectiveness of the Department. Employees who request new Departmental property acquisitions in furtherance of performing essential job functions shall

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submit a written memorandum and UCPD transmittal form through his/her chain of command describing the need, specific items requested and justification. If the Field Operations Division Captain or Support Services Division Captain receiving the request determines the acquisition is unnecessary or inappropriate for use, he/she will notate that on the transmittal form with an explanation. If the Division Captains agree that the acquisition has potential merit, it will then be submitted to Command Staff for review and approval. Regardless of what decision is made, a copy of the transmittal form and associated documents will be forwarded back to the originator for his/her information.

Command Staff will review the requisition request for:

- Completeness
- Fiscal accountability
- Conflict with existing Departmental property or current procedures
- Compatibility with existing City property
- Other factors based on the item(s) requested, as appropriate

If Command Staff rejects the requisition request, the Division Captains or their designees will return the form to the originator with an explanation and/or request for the correction of deficiencies, as appropriate. If/when corrections are requested, it will be resubmitted following the above listed format.

When Command Staff approves a new acquisition of City property, a manager will be assigned to facilitate the acquisition and retention process.

### **700.6 REVISIONS**

Revised: November 28, 2016

Revised: August 28, 2017