

## 3-03/060.00 - Replacing Department Property

Some Department-issued items become the property of the member to whom the items were issued after a specified period of time. The following are the items and the length of time they remain Department property:

- **One Year**

- Cloth protective vest cover
- “High Visibility” reflective vest
- C.P.R. device
- Penal code
- Flashlight
- Rain wear
- Jacket-Field
- Shirts
- Trousers
- Vehicle Code
- Trouser belt
- Whistle

- **Four Years**

- First aid book

All Department-issued identification and safety equipment items not listed above remain Department property at all times.

### Stolen or Lost Department Property

Members who have Department property stolen or lost, on duty or off duty, shall submit an SH-AD-32A to the concerned Unit Commander detailing the circumstances of the loss. Attached to the SH-AD-32A shall be:

- A completed Uniform and Equipment Replacement Request form, SH-AD-588; and
- A completed Incident Report or copy of the investigating police agency's report.

The Unit Commander shall make a recommendation to the concerned Division Chief or Division Director regarding the degree of responsibility of the member for the theft or loss.

If the Unit Commander determines that the member was totally or partially responsible or negligent or that the loss was preventable, the Unit Commander shall recommend that the employee pay replacement costs, or that appropriate remedial or disciplinary action be taken in accordance with existing Department guidelines. The recommendation shall be forwarded to the concerned Division Chief or Division Director who has final authority.

The Central Supply/Logistics Section shall determine the replacement cost and accept payment.

After the Division Chief's or Division Director's determination of liability, the Unit Commander shall sign the SH-AD-588. Copies of the SH-AD-32A, SH-AD-588 and police report shall be sent to Central

Supply/Logistics authorizing the issuance of a replacement item(s).

Sworn members shall submit, upon replacement of the item, an Employee's Personal Information, form (SH-AD-91) when required by the Personnel chapter.

If stolen or lost items are found or recovered the normal entry shall be made in the Property Control Ledger. The items shall be forwarded to Central Supply/Logistics. If retention of such items is required for evidence, a memo concerning their recovery shall be sent to the Central Supply/Logistics Section as soon as possible.

When stolen or lost items have been paid for by the member and the items are later recovered and found to be in serviceable condition, the employee shall be reimbursed by Fiscal Administration.

All members are reminded that any Department-owned property must be returned upon their separation from the service of this Department. (See Retirement, Transfer and Resignations in the Personnel chapter.)

Property permanently confiscated by any law enforcement agency shall be considered lost.

#### Damaged or Unserviceable Department Property

The procedure for replacing damaged or unserviceable Department property is as follows:

##### Employee's Responsibilities

- Complete a Uniform and Equipment Replacement Request, form SH-AD-588; and
- Submit the article and Uniform and Equipment Replacement Request to the concerned Watch Commander for inspection.

##### Watch Commander's Responsibilities

Inspect the item(s) submitted and determine if replacement is necessary.

- If no replacement is necessary, return the item(s) to the employee along with an explanation;
- If the damage is considered unintentional or the item has become unserviceable due to normal wear and replacement is necessary, approve the Uniform and Equipment Replacement Request and forward the form and the item to Central Supply/Logistics for replacement; or
- If the damage was intentional or the item became unserviceable as the result of negligence, follow the same procedures described for stolen or lost property.

If the item submitted for replacement is a Department-issued concealed protective vest, the following conditions qualify for Department replacement:

- Poor fit due to weight loss or gain;
- The Kevlar is exposed due to wear or abrasion in the Kevlar's protective envelope;
- Obvious damage, rendering the vest panels unusable or unsafe;
- Bunching, gathering or heavy creases in the Kevlar panels;
- Discoloration of the Kevlar material; and/or
- The vest is a previously issued model without side panels.

After inspection, and if replacement is recommended, the employee shall then bring the vest and the approved SHâ€™AD-588 to Central Supply/Logistics.

Special Notes

- The age of the vest alone is not sufficient reason for replacement;
- Outer cloth covers will not normally be replaced by the Department. Replacement of the outer cloth cover due to normal wear, neglect or loss shall be at the employee's expense; and
- To replace damaged member-owned personal property see section 3-03/060.20.

Unit Commander's Responsibilities

The Unit Commander's signature is required on any Uniform and Equipment Replacement Request for stolen and lost items (includes intentionally damaged and unserviceable due to negligence).

The Unit Commander shall designate a specific Lieutenant (Watch Commander) to review all replacement requests.

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