3-01/040.15 - Care of County Property and Equipment

A member shall be responsible for the care, maintenance, and serviceable condition of any county property, fixed or movable, issued, or assigned to them or otherwise in their care. Loss of, damage to, or unserviceable condition of such property shall be reported upon discovery to the member's unit commander.

Reasonable and prudent precaution shall be taken to prevent the loss or theft of county property. Exceptional care shall be exercised to prevent the loss or theft of security items such as evidence, weapons, radios, vests, electronic immobilization device (tasers), or body-worn camera equipment.

Loss or preventable theft of county property when the circumstances indicate that a greater degree of caution should have been taken to prevent such loss or theft, willful or negligent abuse, misuse, damage, or destruction, shall be grounds for disciplinary action.

A parked vehicle left unattended on the street or in a driveway is particularly vulnerable to theft or burglary. Therefore, personnel shall assure that any county vehicle or any personally owned vehicle which contains county equipment is parked in a safe location and any firearm, portable radio, evidence, confidential documents, or high-value county property are secured in the vehicle's trunk, in a rack, or a locked container (when available). All weapons shall be removed from any vehicle parked overnight outside of a secure garage. Absent exigent circumstances, any improperly secured equipment stolen from such an unattended vehicle shall be labeled a negligent loss. Consequently, the employee entrusted with the equipment shall, after consideration of all facts and circumstances, be subject to appropriate Department discipline, refer to section 3-03/060.00.