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**
- C.P.R. device
- Penal Code
- Flashlight
- Jacket-Field
- Shirts
- Trousers
- Vehicle Code
- Trouser belt
- Whistle
- 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 memorandum (SH-AD-32A) to the concerned unit commander detailing the circumstances of the loss. Attached to the memorandum (SH-AD-32A) shall be the following:

- A completed Uniform and Equipment Replacement Request form (SH-AD-588); and
- A completed incident report (SH-R-49) 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, negligent, or that the loss was preventable, the unit commander shall recommend that the employee pay the replacement cost(s), or that appropriate 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.

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

After the division chief's or division director's determination of liability, which shall be documented in a memorandum, the unit commander shall sign the Uniform and Equipment Replacement Request form (SH-AD-588). Copies of the memorandum which contains the determination of liability (SH-AD-32A), Uniform and Equipment Replacement Request form (SH-AD-588), and incident/police report shall be sent to Central Supply/Logistics authorizing the issuance of a replacement item(s).

Department 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 Property and Evidence. If retention of such items is required for evidence, a memo concerning their recovery shall be sent to the Central Supply/Logistics. If the found or recovered property has no evidentiary value, the property shall be immediately returned to Central Supply/Logistics.

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 may be reimbursed by the auditor controller.

All members are reminded that any Department-owned property must be returned upon their separation from the service of this Department (see MPP section, 3-02/160.20, Affecting Retirement and MPP section, 3-02/170.00, Resignation or Transfer to Another County Department).

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 form (SH-AD-588) and direct the employee to take the original form with 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 ballistic vest, the following conditions qualify for Department replacement:

- Poor fit due to weight loss or gain;
- The ballistic material is exposed due to wear or abrasion in the protective envelope;
- Obvious damage, rendering the vest panels unusable or unsafe;
- Bunching, gathering, or heavy creases in the ballistic panels; and/or
- Discoloration of the ballistic material.

After inspection, and if replacement is recommended, the employee shall bring the vest or memorandum if their vest is being held as evidence, and the approved Uniform and Equipment Replacement Request form to Central Supply/Logistics. All ballistic vest fittings shall be conducted with Class A trousers.

Special Notes

- The age of the vest alone is not sufficient reason for replacement;
- Outer cloth covers will not 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 MPP section 3-03/060.20, Replacing Employee’s Damaged Personal Property.

Unit Commander's Responsibilities

The unit commander's signature is required on any Uniform and Equipment Replacement Request form 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.