
Department Owned Property

600.1 PURPOSE AND SCOPE

Equipment is issued to Department employees based upon operational needs and requirements. Issued equipment is for the employee's work related use and remains the property of the Department. Employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to Department property while performing their assigned duty. Certain procedures are required depending on the loss/damage of the property.

600.2 APPLICABILITY

This policy shall be applicable to all Department employees.

600.3 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. 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.
- (b) 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.
- (c) Defective equipment will be replaced only on an exchange basis. Damaged, lost, or stolen equipment will be replaced only when an employee presents an equipment replacement memo signed by his or her Division Chief. The Division Chief will sign the equipment replacement memo and ensure that within ten (10) working days a complete investigation into the loss has been conducted and the presence or absence of employee abuse, carelessness or negligence has been determined. The Chief of Administrative Services will be notified of the results of the investigation.
- (d) Employees who lose or damage equipment through abuse, carelessness, or negligence will be held financially responsible for the replacement or repair cost of the item and will be billed accordingly by Administrative Services. Replacement cost will be based either on actual purchase cost of the item or replacement cost -- whichever is lowest.
- (e) Supervisors will maintain a record of all equipment issued to subordinate staff. The record will include: description of equipment, number of items issued and condition of each item.
- (f) Employees must present all of the Department equipment issued to them for inspection and inventory to their immediate Supervisor at the time of the employee's annual evaluation or at any other time as requested. At the time of the inspection, the Supervisor will ensure that the employee has all of their issued equipment and that it is in good repair.

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- (g) 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.
- (h) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (i) Departmental managers must verify equipment inventory when assuming any new job assignment.

600.4 REPLACEMENT PROCEDURES AND RESPONSIBILITIES FOR LOST, STOLEN, OR DAMAGED EQUIPMENT

- (a) **Employee** - Notify his or her Supervisor regarding circumstances of lost, stolen or damaged equipment. For stolen equipment or lost firearm, file a crime report with the appropriate police jurisdiction. Prepare necessary case reports accounting for lost or stolen equipment. Present all Department issued equipment for inspection and inventory to the assigned Supervisor.
- (b) **Supervisor** - Conduct an in-depth inspection of all equipment issued. Ensure that, in case of lost or stolen equipment, necessary incident reports are submitted (including police crime reports as necessary). In cases where discrepancies are noted, conduct an investigation of the matter and provide the service Deputy Chief with the findings through the chain of command.
- (c) **Division Chief** - Reviews incidents of lost, stolen, or damaged equipment and determines the presence or absence of employee abuse, negligence or carelessness. Signs an equipment replacement memo indicating his/her findings and forwards it to the Deputy Chief Probation Officer.
- (d) **Administrative Services** - Ensures that equipment replacement procedures have been followed and notifies procurement personnel by forwarding a copy of the equipment replacement memo to the appropriate equipment procurement staff. Upon notification from an employee's Deputy Chief of employee negligence, abuse or carelessness, Administrative Services invoices the employee for replacement or repair cost of the item. A copy of employee invoices will be forwarded to Probation Accounting for tracking. The Accounting Division may spread re-payment amounts over a three-month period for higher cost items. The Accounting Division will notify the service Deputy Chief of any situation where staff fail to reimburse the Department for lost or damaged property.
- (e) **Equipment Procurement Staff** - Reissues equipment to the individual officer after receipt of a completed equipment request memo. Notifies the staff's Supervisor of the inventory number on any replaced equipment.

600.5 EQUIPMENT RETURN PROCEDURE AND RESPONSIBILITIES

- (a) **Employee** - Employee - Returns all issued equipment to the Department as follows:
 - 1. Handguns, ammunition, magazines, vest, ASP/baton and other special gear issued to armed officers: Weapons and Training Unit
 - 2. Badges, identification cards: the Probation Personnel Officer
 - 3. Cell phones: Telecommunications

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4. Radios: Division Chief or designee
 5. Flashlight: Division Chief or designee
 6. Pepper spray: Division Chief or designee
 7. First aid kit: Division Chief or designee
 8. Handcuffs/keys: Division Chief or designee
 9. Gas card: Department Vehicle Coordinator
 10. Office keys: Division Chief or designee
- (b) **Employee Accepting Returned Equipment** (See Above) - Accepts return of all issued equipment, lists returned items on the employee's equipment record, and provides the employee with a copy. Equipment record information should be retained in the site file for one year or until any final invoice for lost or damaged equipment is paid.
- (c) **Administrative Services** - Withholds the replacement cost of any unreturned equipment from the employee's final pay voucher.

600.6 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.

600.6.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the County, 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 Chief.