

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or department-owned property is damaged or lost.

700.2 POLICY

Members of the Greece Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

700.3 DEPARTMENT-ISSUED PROPERTY

The Chief of Police shall approve all authorized department property and may delegate responsibility for the issuance, management and accountability for department property to the respective Deputy Chief.

- Members shall carry only Department -issued equipment on their duty belts unless an exception is granted in writing by the Chief of Police.
- Members shall wear only wear Department -issued police uniforms.
- Uniform accessories, including hats, gloves, and footwear shall conform to standards set forth in the Uniforms and Civilian Attire policy (1024).

All property and equipment issued by the Department shall be documented in the appropriate equipment log or database. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of an Office of Administration Bureau member.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of department property may result in discipline and/or being held financially responsible for the cost of repair or replacement.

- Members shall promptly report, on an internal memorandum to their immediate supervisor, any loss, damage to, or unserviceable condition of any department-issued property or equipment.
- A supervisor receiving such a report shall conduct an investigation and direct an internal memorandum to the Administration Bureau Deputy Chief through their chain of command. The memorandum shall include the result of the investigation and whether

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misconduct or negligence caused the loss, damage or unserviceable condition. Associated police reports shall accompany the memorandum.

- The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.
- Except when otherwise directed by competent authority or otherwise reasonable by 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.
- Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.
- Office of Administration Bureau approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty requires prior written approval by the Chief of Police or appropriate Deputy Chief. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage to, or loss of, personal property must be made on an internal memorandum. The memorandum shall include the facts and circumstances surrounding the loss or damage, detailed description of the item(s) including the item(s) replacement cost. Copies of related police reports shall accompany the the memorandum. The memorandum shall be submitted to the claimant-member's immediate supervisor.

The supervisor receiving such a report shall investigate and direct a memo to the appropriate Deputy Chief, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command 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 Town department responsible for issuing payments. Reimbursements will be made in accordance with current collective bargaining agreements and Town policy.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command on an internal memorandum.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the Internal Standards and Compliance Bureau Deputy Chief through their chain of command.

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The memorandum shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition. Associated police reports shall accompany the memorandum. Members should advise the owner of the damaged property to contact the Town of Greece Clerk's Office to make a claim regarding said property. The notification, or reason(s) for lack thereof, shall be documented in associated paperwork.

700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the Town of Greece or of another person while performing their duties within the jurisdiction of this department. It shall be the responsibility of the department member present or the member responsible for the property to report the damage as follows:

- (a) A verbal report shall be made to the member's immediate supervisor without unnecessary delay.
- (b) An internal memorandum shall be submitted by the member before securing from a tour of duty or as otherwise directed by the supervisor.

The supervisor receiving such a report shall conduct an investigation and direct an internal memorandum to the Administration Bureau Deputy Chief through their chain of command. The memorandum shall include results of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.