

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or Department property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

700.2 DOCUMENTATION OF ISSUED PROPERTY

All property issued shall be documented in the equipment log and receipt acknowledged by signature. Upon an employee's separation from the Department, all issued equipment shall be returned and documentation of the return signed by a supervisor.

Agency Owned Property:

The police equipment coordinator assigned to the Administrative Services Section shall be responsible for ensuring that all agency-owned property is maintained in a state of operational readiness. The operational readiness of equipment shall be inspected on a quarterly basis by the section supervisor or the unit responsible for that equipment. (17.5.3)

A record shall be maintained of all department property that is issued to employees (i.e., building keys, helmets, protective vests, badges, etc.) and shall ensure the employee signs to indicate receipt or return of the property. (17.5.2) (21.2.3) (41.3.5)

700.2.1 CARE OF DEPARTMENT 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.

Employees will notify their supervisor of damage to their uniform, personal or department-issued equipment. If the incident requires an incident report, the details of the circumstances surrounding the damaged uniform/equipment will be listed in the report. A notation in the report will be made requesting restitution, and an approximate value. Personal property damaged due to negligence will not be reimbursed.

- A supervisor receiving such a report shall conduct an appropriate investigation and shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

The use of damaged or unserviceable Department property should be discontinued as soon as practicable and, if appropriate and approved by the staff, replaced with comparable Department property as soon as available and following notice to a supervisor.

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.

Peoria Police Department

Policy Manual

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Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

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.

700.3 USE OF PERSONAL PROPERTY

700.3.1 DEFINITIONS

Definitions related to this policy include:

Personal Property - Items or equipment owned by, provided by or purchased totally at the expense of the employee. This definition includes optional equipment items identified in the Uniform Regulations Policy.

700.3.2 FILING CLAIMS FOR PERSONAL PROPERTY

Uniform/Equipment Replacement:

Employees will notify their supervisor of damage to their uniform, personal or department issues equipment. If the incident requires an incident report, the details of the circumstances surrounding the damaged uniform/equipment will be listed in the report. A notation in the report will be made requesting restitution, and an approximate value.

Employees will author a memorandum through their supervisor to the appropriate lieutenant detailing what was damaged and how it occurred, **no later than four working days of the damage occurring**. The lieutenant will determine what action should be taken. Action can range from the issuance of a new item the department provides, the employee purchasing a new item and being reimbursed, the lieutenant authorizing the purchase with a PO or procurement card, or non-replacement of the item. Personal property damaged due to negligence will not be reimbursed.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to personal property or property belonging to the City of Peoria, 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 reasonably soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the supervisor.