



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



410.02 EQUIPMENT REPLACEMENT, REPAIR AND TURN-IN 02-23-17

PURPOSE

The purpose of this order is to outline procedures for the replacement, repair, and return of equipment.

POLICY

It shall be the policy of the Sacramento Police Department to replace or repair equipment damaged or lost in the course of employment and to collect equipment from employees who are on an extended absence from duty, reassigned, separated from service, or terminated.

PROCEDURE

A. DEFINITIONS

1. EQUIPMENT – includes personal equipment, safety equipment, and other Department equipment.
2. SAFETY EQUIPMENT – Items purchased and owned by the City but issued to the employee on a contractual basis to be used in the course of employment (e.g. weapons issued by the City to the employee).
3. OTHER DEPARTMENTAL EQUIPMENT – Items purchased and owned by the City not defined as safety equipment that are loaned to the employee on a temporary basis to be used in the course of employment (e.g. police vehicles, pagers, special weapons, badges, keys, card keys, and equipment checked out on a temporary basis).
4. PERSONAL EQUIPMENT – Items purchased and owned by employees but worn or carried in the course of employment (e.g. eyeglasses, hearing aids, dentures, watches, and personal professional equipment or articles of clothing not purchased by the City).
5. REPAIR OR REPLACEMENT – The choice to either repair or replace these items shall rest with the City.

B. GENERAL

1. The Department shall replace or repair departmental equipment damaged, lost, or stolen during the course of employment.
 - a. Employees using equipment or property of the City shall be held responsible for its proper care and use.
 - b. Employees shall promptly submit a City of Sacramento Incident/Loss Report (red bordered) Form (RM3) to their immediate supervisor when any property or equipment assigned to them is lost, damaged, or is in an unserviceable condition.
2. Employees losing issued items of equipment shall be required to explain the circumstances of such loss and take all suitable measures to recover them. A Crime Report (SPD 100) shall be completed if the equipment was stolen.
3. The supervisor of the requesting employee shall review the circumstances of the incident and take corrective or disciplinary action, if appropriate.
 - a. When items of safety equipment are damaged, lost, or stolen through employee negligence or intentional misconduct, disciplinary action may be taken against the employee under Civil Service Board Rule 12.2(p).
 - b. If disciplinary action is recommended, a copy shall be sent to the Internal Affairs Division (IAD) by the Office Chief. IAD shall initiate an investigation.



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C. SAFETY EQUIPMENT

1. The Department shall replace safety equipment of officers in an expeditious manner. Employees shall submit a completed red bordered form, signed by their supervisor, to the Evidence and Property Section (EPS) Armory. This request shall list the item(s) to be replaced and the reason for such replacement.
2. The original red bordered form shall be attached to the employee's Employee Equipment Inventory (SPD 175) maintained at the EPS. A copy of the red bordered form shall be routed to the requesting employee's Office Chief, if requested by the employee's supervisor.

D. OTHER DEPARTMENTAL EQUIPMENT

1. Additional items of equipment may be worn or carried, subject to the approval of the employee's Office Chief. The method of approval for additional items of equipment shall be established by individual office chiefs.
2. Lost identification cards shall be documented per GO 380.02. City-issued gasoline credit cards shall be re-issued per GO 420.03.

E. PERSONAL EQUIPMENT

1. The Department shall repair or replace damaged uniform items (including clothing of personnel assigned to plainclothes assignments) and personal property damaged, lost, or stolen in the course of employment and performance of their duties without fault or negligence on the part of the employee. This policy applies to both sworn and civilian employees.
2. Ordinary wear and tear reimbursement/replacement shall be authorized only when extraordinary damage is caused in the line of duty.
3. Upon acceptance of a claim, the City shall not be liable beyond the actual cash value of the property at the time any loss or damage occurs.
 - a. The loss or damage shall be ascertained or estimated according to such actual cash value with proper deduction for depreciation, however caused, and shall in no event exceed what it would then cost to repair or replace the same with material of like kind or quality.
 - b. Deduction for depreciation shall be calculated at the rate of 10% per year from date of purchase of lost or damaged items.
4. If employees acquire any right of action against any individual, firm, or corporation for loss or damage to property covered by this order, they shall assign and transfer to the City, at the City's option, all such rights of action to the extent of the amount paid and shall permit suit to be brought in the employee's name under the direction of and at the expense of the City.
5. Liability Limits
 - a. Notwithstanding any of the above, an individual employee shall recover no more than \$200 in any calendar year as a result of this policy.
 - b. Incidents of theft or mysterious disappearance shall be reported to the Department prior to the preparation of any loss claim.
6. Employees may initiate a claim for repair or replacement of damaged personal equipment by
 - a. Reporting the damage or loss and attending circumstances to their Office Chief as soon as possible after occurrence. A memorandum shall be used for reporting all claims.
 - (1) The narrative shall contain a statement about the damage or loss, including what the officer was doing when the damage or loss occurred and how it occurred.
 - (2) Include approximate date(s) of purchase and costs for the damaged items.
 - (3) Attach the original receipts for the purchase of the replacement items to the memorandum.
 - (4) When the damage is incurred while effecting an arrest, the circumstances shall be explained fully in the memorandum, including the crime report number and the arrestee's name, address, and telephone number.



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- (5) The memorandum shall be forwarded to the employee's immediate supervisor who shall make a written recommendation on Page 1. The memorandum shall then be sent to the employee's Office Chief.
- b. The Office Chief shall review the circumstances in the memorandum and note any comments, along with a signed approval or disapproval of the claim.
- c. The memorandum shall then be routed through channels to the Office of the Chief, attention Fiscal Operations Unit. The Fiscal Operations Unit, in conference with the officer, shall determine the amount of reimbursement for repair or replacement.
- d. When replacement or repair of personal equipment does not fall within the established guidelines, the Office Chief shall indicate the appropriate reference from this order and return the memorandum to the employee. An additional copy of the memorandum shall also be forwarded to the Fiscal Operations Unit.
- e. Any article(s) for which a memorandum has been submitted shall be retained by the employee without repair until the employee is notified that the claim has been approved or rejected.
 - (1) The Fiscal Operations Unit shall complete and forward all necessary forms and documents to the City Accounting Department.
 - (2) When the City Accounting Department honors the expenditure request, the Fiscal Operations Unit shall forward the payment to the employee.
7. These provisions shall not apply if it is determined employees concealed or intentionally misrepresented any material fact or circumstance concerning the loss, their interests therein, or in the case of any fraud or false statements.

F. RETURN OF EQUIPMENT

1. General
 - a. Employees shall surrender equipment in their possession as directed by their division commander or designee or the Internal Affairs Division.
 - b. Division Commanders shall make arrangements with employees who are leaving service to retrieve Department-issued equipment and to return the equipment to the EPS Armory.
 - c. When a locker needs to be cleared, division commanders shall notify (by phone, certified mail, etc.) employees at least 10 days prior to the vacate date that arrangements need to be made to clear the locker. If the employee fails to respond by the date, the division commander shall
 - (1) Have the locker cleared.
 - (2) Have all personal items booked into the EPS. The EPS shall send a claim letter to the individual.
 - (3) Send a written notice to the employee that the locker has been cleared and that all Department equipment was returned to the EPS and all personal items were booked.
 - d. The EPS shall notify the appropriate division commander if an employee fails to return Department-issued equipment. Division commanders shall notify individuals (by certified letter if necessary) of their need to return Department equipment.
 - e. Failure to return non-expendable items may cause the person to reimburse the Department for the fair market value of the article(s).
2. Separation from Service
 - a. When resigning or retiring, employees shall return Department-issued equipment to the EPS Armory.
 - b. When an employee is released from duty (e.g. probationary employee), the employee's immediate supervisor shall obtain all Department-issued equipment from the employee and return it to the EPS Armory.



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NOTE: A copy of an employee's equipment form and key sign-outs are available from Property if requested.

3. Absence in Excess of 180 Days
 - a. When an employee's absence from regular or modified duty status (to include Leave of Absence, Qualified Injured Worker and Injured on Duty) exceeds or is expected to exceed 180 days, the employee shall turn in all Department-issued equipment with the exception of their Department ID card, card key access, badge, and issued handgun. Employees on military deployment expected to exceed 180 days shall turn in all Department-issued equipment except for their Department ID card.
 - b. Employee's equipment shall be collected by their division commander or his/her designee and returned to the EPS Armory until the employee's return to service.
4. Re-Issue of Equipment – Employees returning to duty from an extended absence shall contact the EPS Armory for any necessary re-issue of weapons or equipment.