

Department Issued Equipment

700.1 POLICY

This policy establishes accountability for the proper use and care of Department issued property and equipment used in the conduct of official duties and provides procedures in the event of loss or damage to the equipment.

700.2 EMPLOYEE RESPONSIBILITIES

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them.

- (a) All personnel will utilize Department equipment only for its intended purpose in accordance with established Department procedures and will not abuse, waste, damage, or lose that property or equipment.
- (b) Employees will maintain all Department equipment and property assigned to them in good condition.
- (c) Employees will not convert Department equipment to their own use.

An employee's intentional or negligent abuse or misuse of Department property may lead to discipline.

700.3 INVENTORY PROCEDURE

Department property and equipment assigned to employees will be tracked through the inventory software system and will be verified regularly. Items valued at less than \$300 that can be reused may not be included in the inventory system (i.e., holsters, uniforms, etc.); however, these items are expected to be maintained and kept by the employee and may be required to be returned at the end of the assignment.

700.3.1 AUDITS

Logistics will perform an annual audit by providing each employee with a list of assigned property and equipment that must be physically verified, submitted to their supervisor for review and returned to Logistics.

Records will be subject to audit by internal, state, and federal auditors.

700.4 PROPERTY AND EQUIPMENT STORAGE AND SECURITY

Employees must exercise accountability and control of Department issued equipment at all times. While not in use, employees will secure their equipment in areas that are not readily accessible to the public.

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700.5 LOST, BROKEN, DEFECTIVE OR END OF LIFE EQUIPMENT

The use of damaged or unserviceable Department property should be discontinued as soon as practical and replaced with comparable Department property. Property or equipment no longer needed or usable must be returned to Logistics for disposal or reassignment.

Employees do not have authority to donate, scrap, recycle, auction, trade, or otherwise dispose of any Department owned property or equipment.

In the event property or equipment is damaged, lost or stolen, employees must notify their supervisor immediately and submit a Damaged/Lost/Stolen Property and Equipment Affidavit to Logistics.

Follow this file directory: **SharePoint~Departments~Police Department~VPDNET~Forms~Service Area:VPD Employee Specific Forms~Lost-Stolen-Damaged Equipment Affidavit** to obtain a Damaged/Lost/Stolen Property and Equipment Affidavit

If the occurrence requires a Police Report, the details of the loss or damage to or equipment will be included. If the damage occurred as the result of criminal activity, a notation will also be made noting that restitution is requested if a suspect is successfully prosecuted.

In the event that lost or stolen equipment is recovered, employees will report the recovery to their supervisor as soon as possible.

700.5.1 UNIFORMS AND PATCHES

When a Department issued uniform, shoulder patch or cloth badge is no longer serviceable, the employee has the option to return the item to Logistics, destroy the item so that it is no longer recognizable and serviceable, or kept for personal memorabilia.

700.6 RETURNING EQUIPMENT UPON REASSIGNMENT

Upon reassignment to/from a specialty unit (SWAT, K-9, detectives, etc.) or upon promotion or a reduction in rank, personnel will be required to return property or equipment (badges, holsters, etc.) which may no longer be applicable to the new assignment.

700.7 RETURNING EQUIPMENT UPON SEPARATION FROM EMPLOYMENT

At the time of separation from employment, employees must return all Department owned property and equipment. The items will be compared with the inventory tracking system.

700.8 REIMBURSEMENT OF PERSONAL ITEMS

Generally, only personal items listed on the Reimbursable Personal Items Affidavit will be covered for reimbursement by the Department. This form must be completed and on file with Logistics prior to the reporting of any damaged items. Once reimbursement is made, the damaged item becomes the property of the Department. These items are:

- a. Flashlights

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- b. Knives
- c. Utility Tools
- d. Watches
- e. Sunglasses

Follow this file directory: **SharePoint~Departments~Police Department~VPDNET~Forms~Service Area:VPD Employee Specific Forms~Reimbursable Personal Items Affidavit** to obtain a Reimbursable Personal Items Affidavit.

<http://cvsharepoint/departments/PoliceDept/VPDNet/Pages/Forms.aspx>

If any personal items not listed on the Reimbursable Personal Items Affidavit are damaged and need repairing/replacement, the employee may submit a memorandum describing the item, explaining how the item was damaged and the cost to repair/replace the item. The memorandum shall be submitted through their chain of command for review by the Division Commander. It is the discretion of the Division Commander if the Department will repair/replace the item.