

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Lost, Damaged, or Malfunctioning Property</b>		



**Cross Reference: 9.11, 11.01**

**Supervisor's Manual: 4.00**

## I. Introduction

- A. The scope of this directive covers the procedures for reporting lost or damaged Division property and personal property lost or damaged while a Division employee is acting within the scope of his or her employment. It also covers procedures for having certain Division property or equipment replaced or repaired.
- B. Personnel should refer to the appropriate directive for procedures regarding repairs to Division vehicles, repairs or replacements to Division-issued firearms, or repairs to electronic recording devices.

## II. Policy Statements

### A. Division Property

Division personnel may be subject to disciplinary action for loss of or damage to Division property due to negligence, inadvertence, or a deliberate act.

### B. Personal Property

1. Division personnel shall not be reimbursed for any loss of or damage to personal property due to **normal wear and tear or as a result of** negligence on the part of the employee.
2. The reimbursement limit for personal losses is \$300 per item and a maximum of \$600 per incident per employee.
3. Reimbursement shall be for fair market value not to exceed the reimbursement limit and based upon an item's original cost, age, and condition prior to the loss or damage in accordance with the Ohio Revised Code.
4. Eligibility
  - a. To be eligible for reimbursement, the loss of or damage to personal property must have occurred while the employee was acting within the scope and actual hours of employment.
  - b. Sworn personnel may be eligible for reimbursement in other situations when the loss occurred due to performing duties within the scope of their employment, such as taking law enforcement action while working special duty.

### III. Procedures

#### A. Division Property

##### 1. Involved Personnel

- a. Notify the immediate on-duty supervisor of the incident.
- b. Submit damaged property needed as evidence to the Property Control Unit (PCU).
- c. Retain property that sustained minor damage and/or is usable and needed to perform the current assignment.

##### 2. Investigating Supervisor

- a. Cause the appropriate incident report to be completed as necessary.
- b. Conduct an administrative investigation of the incident. Refer to the "Administrative Investigations" section of the Supervisor's Manual.
- c. Forward the completed investigation through the chain of command to the bureau commander/manager or designee. Include the following information as part of the investigation:
  - (1) Specific details of the incident, including how the loss or damage occurred
  - (2) A description of the property, including any asset, brass tag, or serial numbers
  - (3) A copy of the electronic Property Sheet Record or paper Evidence and Property Inventory, form A-32.114, when applicable
  - (4) A copy of any applicable incident report
  - (5) An opinion as to whether negligence contributed to the loss or damage and a recommendation for disposition to include disciplinary action if warranted

##### 3. Bureau Commander/Manager or Designee

- a. Review the investigation and make a final determination.
- b. Forward the completed investigation to Fiscal Operations.

##### 4. Fiscal Operations

- a. Upon receipt of a completed investigation authorizing repair or replacement of Division property:
  - (1) Make applicable adjustments to the accounting records.
  - (2) Provide information concerning the repair or replacement to the appropriate unit.

#### B. Uniform

##### 1. **Division** Personnel

***Request replacement uniform parts on the Division's Uniform Ordering Site.***

***Note: Refer to the "Professional Appearance" directive.***

## 2. Immediate Supervisor

Follow the applicable procedures set forth under Section III,A,2 for uniform parts that are lost or damaged due to employee negligence.

## 3. Uniform Office Personnel

- a. Determine whether the item approved for replacement will be ordered from the uniform supplier or issued from the **Division's** inventory.
- b. **When the item must be exchanged in order to receive the replacement item**, notify the involved personnel when it is ready for pickup.

## C. Badges

### 1. Sworn Personnel

- a. Notify an on-duty supervisor immediately when a breast and/or hat badge is lost or stolen. Notify your immediate supervisor when a breast and/or hat badge is damaged.
- b. Take or forward damaged badges to **Human Resources**.
- c. Obtain a loaner badge set from **Human Resources** during regular business hours, 8:00 a.m.–4:00 p.m., or the Headquarters Operations Section after regular business hours.
  - (1) All sworn Division personnel are issued two complete badge sets. In the event a badge is damaged, lost, or stolen, personnel shall use a loaner badge set only until they are able to obtain their duplicate set.
  - (2) Promptly return the loaner badge set to the appropriate unit.

### 2. Supervisor Notified of a Lost or Stolen Badge

- a. Cause the appropriate incident report to be completed as necessary.
- b. Notify the Counter-Terrorism Unit, the employee's chain of command, and **Human Resources** of the lost or stolen badge.
- c. Forward a request to have a Division-wide email sent out to notify Division personnel of the lost or stolen badge.

### 3. Immediate Supervisor

Conduct an administrative investigation as noted in Section III,A,2 for a lost, stolen, or damaged badge, and forward it through the involved employee's chain of command.

### 4. **Human Resources** Personnel

Notify involved personnel when a repaired or replacement badge is ready.

## D. Identification (ID) and Matrix Access Cards

### 1. Involved Personnel

- a. Notify an on-duty supervisor immediately when an ID or Matrix access card is lost, stolen, damaged, or malfunctioning.

- b. Obtain a temporary loaner Matrix access card as necessary from **Human Resources** personnel during regular business hours, 8:00 a.m.–4:00 p.m., or the Headquarters Operations Unit Sergeant after regular business hours.

Note: Do not use a loaner Matrix access card as a permanent replacement for a lost card.

- c. Report to **Human Resources** during regular business hours to be issued a new ID or Matrix access card.
  - d. Promptly return loaner Matrix access cards to the appropriate unit.
2. Supervisor Notified of a Lost, Stolen, or Damaged ID or Matrix Access Card
    - a. Cause the appropriate incident report to be completed as necessary.
    - b. Notify the Counter-Terrorism Unit, the employee's chain of command, and **Human Resources** personnel immediately of the lost or stolen ID or Matrix access card.

3. Immediate Supervisor

Conduct an administrative investigation as noted in Section III,A,2 for a lost, stolen, or damaged ID or Matrix access card, and forward it through the involved employee's chain of command.

- E. Personal Protective Equipment (PPE) and Riot Gear

1. Involved Personnel

Notify your immediate supervisor when any PPE or riot gear is lost, stolen, or damaged.

2. Immediate Supervisor

- a. Conduct an administrative investigation as noted in Section III,A,2 for lost, stolen, or damaged PPE or riot gear, and forward it through the involved employee's chain of command.
- b. Contact the **Divisions's designated** Industrial Hygienist to request replacements.

- F. Chemical Spray

Obtain individual-issued chemical spray from the Headquarters Operations Unit Sergeant or the Ordnance Unit.

- G. Handcuffs

1. Obtain handcuffs from the Uniform Office when open.
2. Obtain loaner handcuffs from the Headquarters Operations Unit Sergeant when the Uniform Office is closed.

- H. Division-Issued Mobile Communication Devices (Cellular Phones, etc.)

1. Involved Personnel

- a. Notify your supervisor if your assigned mobile communication device (MCD) is lost, stolen, or damaged.

b. Notify the PoliceNET Unit supervisors via email at pnetsupers@columbuspolice.org regarding malfunctioning MCDs, and provide the following information:

- (1) Device phone number
- (2) Assigned personnel's name and badge, if applicable
- (3) How **the** device is malfunctioning

c. Follow the instructions of PoliceNET Unit personnel to correct the problem or obtain a replacement MCD.

2. Investigating Supervisor

a. Conduct an administrative investigation as noted in Section III,A,2 for a lost, stolen, or damaged MCD, and forward it through the involved employee's chain of command.

b. Notify the PoliceNET Unit supervisors via email at pnetsupers@columbuspolice.org, and provide the following information:

- (1) Device phone number
- (2) Assigned personnel's name and badge, if applicable
- (3) Reason for the replacement (lost, stolen, or damaged)

c. Follow the instructions of PoliceNET Unit personnel to replace the MCD.

I. Division-Issued Mobile Data Devices (Cellular Modems)

1. Involved Personnel

Take or forward damaged or malfunctioning mobile data devices to Department of Technology (DoT) personnel in the basement of Police Headquarters or the PoliceNET Unit Supervisor.

Note: Devices installed in a vehicle will be immediately replaced so that the vehicle can be placed back in-service.

2. Investigating Supervisor

Forward a copy of the completed investigation to the PoliceNET Unit Supervisor when a mobile data device is lost or damaged.

3. PoliceNET Unit Supervisor

Coordinate with the Division of Support Services or DoT personnel to ensure mobile data devices are repaired, replaced, or deactivated.

J. Hand-Held Radios (Walkies/Portable Radios)

1. Involved Personnel

a. Take malfunctioning hand-held radios to the Support Services Division's Communications Shop at 4252 Groves Road.

b. Take hand-held radios to the Communications Shop when reprogramming is needed.

c. Notify the **Emergency Communications Center** that you have a loaner hand-held radio.

Note: The Communications Shop will notify Division personnel when their assigned hand-held radio is available for pick-up.

- d. Take hand-held radio batteries needing replaced to an on-duty Communications Supervisor.
2. Investigating Supervisor
  - Immediately notify an on-duty Communications Supervisor when a hand-held radio is reported lost and include the incident report number.
- K. Division Vehicles
  1. Involved Personnel
    - Notify the on-duty immediate supervisor of damage to a Division vehicle not caused as a result of a traffic crash, for example, vandalism, object falling on the vehicle, etc. This does not include repairs needed due to normal use of the vehicle.
  2. Investigating Supervisor
    - a. Follow the applicable procedures set forth under Section III,A,2.
    - b. Arrange to have the vehicle taken to Fleet Management's garage within 72 hours of the incident.
    - c. Forward an electronic copy of the incident report to RecordsPoliceAccident@ColumbusPolice.org by the end of the shift.
    - d. Ensure the vehicle is retrieved when notified that repairs have been completed.
- L. Personal Property
  1. Involved Personnel
    - a. Notify the immediate on-duty supervisor of the incident.
    - b. Complete the appropriate incident report.
    - c. Submit damaged property to the PCU unless the property is still usable.
    - d. Forward the following items through the chain of command to the bureau commander/manager or designee:
      - (1) A letter requesting reimbursement and stating:
        - (a) Specific details of the incident, including how the loss or damage occurred;
        - (b) A description of the property, the date of purchase, the original cost, proof of purchase if available, and a quote or an estimate of the current value; and
        - (c) Justification, if the property is not normally used in police duties.
      - (2) A copy of the Evidence and Property Inventory form, if the property was turned in to the PCU, or an explanation as to why it was retained.
      - (3) A copy of the applicable incident report.
  2. Immediate Supervisor
    - a. Conduct an investigation of the incident as necessary.
    - b. Place comments, conclusions, and/or recommendations on the routing sheet. Include an opinion as to whether negligence contributed to the loss or damage.

- c. Recommend approval or disapproval of the request.
  - d. Forward through the chain of command.
3. Bureau Commander/Manager or Designee
- a. Do one of the following actions:
    - (1) Recommend approval and forward to the Public Accountability Subdivision Deputy Chief.
    - (2) Disapprove the request, forward the original packet back to the originator through the chain of command, and forward a copy of the packet and routing sheet to the Public Accountability Subdivision Deputy Chief.
4. Public Accountability Subdivision Deputy Chief
- a. Do one of the following actions:
    - (1) Recommend approval of the request and forward to Fiscal Operations. Notify the originator of the approval.
    - (2) Disapprove the request and forward the original packet back to the originator through the chain of command.
5. Fiscal Operations
- a. Forward Division-approved requests to the Director of Public Safety for final approval.
  - b. Follow the Fiscal Operations SOP to process requests approved by the Director of Public Safety.