

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



## 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/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 Cruiser Video Systems (**CVS**).

## 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.

### B. Personal Property

1. Division personnel shall not be reimbursed for any loss of or damage to personal property due to 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 based upon an item's original cost, age, and condition prior to the loss or damage.
4. 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. Sworn personnel may be eligible for reimbursement when the loss occurred due to performing duties within the scope of their employment although not during their assigned duty hours.

## 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 **ed** 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.
    - c. Forward the completed investigation through the chain of command to the bureau commander or designee. Include 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 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 the Fiscal Operations Manager.
  4. Fiscal Operations Manager
    - 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. Immediate Supervisor
    - a. Follow the applicable procedures set forth under Section III,A,2, for uniform parts **that are lost or damaged** due to employee negligence, and attach a completed Uniform Garment Replacement Request, form A-6.
    - b. Forward a completed Uniform Garment Replacement Request form to the bureau commander/**manager** or designee for approval when uniform parts are damaged and no employee negligence is apparent. In these situations, an administrative investigation is not required.
  2. Bureau Commander/**Manager** or Designee
    - a. Make a final determination on uniform replacement or emergency issuance of replacement item(s).
    - b. Return the approved/disapproved Uniform Garment Replacement Request form to the involved **employee**.

3. Personnel Receiving Approval for Uniform Parts Replacement
  - a. Take the approved Uniform Garment Replacement Request form and the damaged uniform part to the Uniform Office.
  - b. After normal business hours email **Uniform Office** personnel to arrange for replacement.
  - c. In exigent circumstances, PCU personnel have access to the **Uniform Office** and may fill the request.

4. Uniform Office Personnel

- a. Determine whether the item approved for replacement will be ordered from the uniform supplier or issued from the reusable inventory.
- b. Notify the involved personnel of the availability and location of the item when it is ready for pick-up.

### 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 the **Personnel & Staffing Section**.

- c. Obtain a loaner badge set from the **Personnel & Staffing Section** during regular business hours, **8:00am-4:00pm**, or the Patrol Administration 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 the Personnel Unit 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. **Personnel & Staffing Section**

- a. Notify involved personnel when a repaired or replacement badge is ready.
- b. Promptly return loaner badges to the appropriate unit.

#### 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.

Note: A loaner Matrix access card shall not be used as a permanent replacement for a lost card.

c. Obtain loaner Matrix access cards from the Personnel & **Staffing Section** during regular business hours, **8:00am-4:00pm**, or the Patrol Administration Sergeant after **regular** business hours.

d. Respond to the Personnel & **Staffing Section** during regular business hours to be issued a new ID or Matrix access card.

e. 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 the Personnel Unit **immediately of the** lost or stolen ID or Matrix access card.

c. Forward a request to have a Division-wide email sent out to notify Division personnel of the lost or stolen ID or Matrix access card before the end of the shift.

##### 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. Chemical Spray

Obtain individual-issue chemical spray from the Patrol Administration Sergeant or the Ordnance Unit.

#### F. Handcuffs

1. Obtain handcuffs from the Uniform Office when open.

2. Obtain loaner handcuffs from the Patrol Administration Sergeant when the Uniform Office is closed.

#### G. Division-issued Mobile Communication Devices (Cellular Phones)

##### 1. Involved Personnel

Take or forward damaged or malfunctioning mobile communication devices to the **Fiscal Operations Section**.

##### 2. Investigating Supervisor

Forward a copy of the completed investigation to the **Fiscal Operations Section** when a mobile communication device is lost or damaged.

### 3. **Fiscal Operations Section**

Cause mobile communication devices to be repaired or replaced.

## **H. Division-issued Mobile Data Devices (Cellular Modems)**

### 1. **Involved Personnel**

**Take or forward damaged or malfunctioning mobile data devices to the Technical Services Bureau (TSB) Manager.**

### 2. **Investigating Supervisor**

**Forward a copy of the completed investigation to the TSB Manager when a mobile data device is lost or damaged.**

### 3. **TSB Manager**

**Cause mobile communication devices to be repaired, replaced, or deactivated.**

## **I. Hand-Held Radios (Walkies/Portable Radios)**

### 1. **Involved Personnel**

- a. Take malfunctioning hand-held radios to the Communications Shop.
- b. Notify the **Radio Room** if the hand-held radio must be left at the Communications Shop for repairs.
- c. Take hand-held radio batteries needing replaced to the Communications Bureau Lieutenant.
- d. Take hand-held radios to the Communications Shop when needing reprogrammed.

### 2. **Investigating Supervisor**

**Immediately notify an on-duty Communications Bureau Supervisor** when a hand-held radio is reported lost or was turned in for repair, and include the incident report number.

### 3. **Communications Bureau Lieutenant**

Notify the appropriate unit when advised that a hand-held radio is ready for pick-up.

## **J. 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.

**K. 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.
- d. Forward the following through the chain of command to the bureau commander/**manager** or designee:
  - (1) A letter requesting reimbursement 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, and an estimate of the current value.
    - (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 your chain of command.

3. Bureau Commander/**Manager** or designee

- a. Do either of the following:
  - (1) Recommend approval and forward to the Administrative Subdivision Deputy Chief.
  - (2) **Disapprove the request and 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 Administrative Subdivision Deputy Chief.**

4. Administrative Subdivision Deputy Chief
  - a. Do either of the following:
    - (1) Recommend approval of the request and forward to the Fiscal Operations Manager.
    - (2) Disapprove the request and forward the original packet back to the originator through the chain of command.
5. Fiscal Operations Manager
  - a. Forward Division approved requests to the Director of Public Safety for final approval.
  - b. Follow *the* Fiscal **Operations Section** SOP to process requests approved by the Director of Public Safety.