



Approved:  
*Chief Marcia Harnden*

Subject:

# 700. Department Owned and Personal Property

Effective:  
October 15, 2018

Revised:  
May 8, 2019

CALEA Standards: 17.5.1, 17.5.2, 26.1.1

Page:  
1

## 700.1: PURPOSE AND SCOPE

This policy provides guidelines on the care, maintenance and issuing of department property assigned or entrusted to them, and for the replacement or loss of personal property used in an official capacity.

## 700.2: POLICY

**It is the policy of the Albany Police Department that employees properly care for department property entrusted to them, and that employees follow proper procedure in the event that department owned or personal property become lost or damaged. This policy provides guidelines for issuing department owned property to employees.**

## 700.3: ISSUING DEPARTMENT OWNED PROPERTY

The Senior Administrative Supervisor, or designee, is responsible for issuing department owned property to personnel. Department personnel are issued items based on the needs of their job description.

- a. The Senior Administrative Supervisor, or designee, shall maintain inventory control records of all uniform items, accessories and ballistic vests issued.
- b. Less expensive items that may frequently need replacement are issued via the Fastenal vending system.
  - 1) Employees use the last four digits of their social security number to self-issue items from the vending system.
- c. The Firearms Training Coordinator shall issue and maintain inventory records of firearms and ammunition as outlined in the [Firearms: Policy 0270](#).

## 700.4: CARE OF DEPARTMENT OWNED PROPERTY

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

- b. 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.
- c. Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- d. The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- e. 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, and use should be limited to official purposes and in the capacity for which it was designed.
- f. Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- g. 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.

#### **700.4.1: OPERATIONAL READINESS OF EQUIPMENT**

- a. Agency owned equipment and property stored in the Ready Room will be kept in a condition of operational readiness by the Operations Captain or designee. This includes proper care and cleaning, preventative maintenance, repair, workability and responsiveness. It is the responsibility of the Operations Captain to ensure this equipment is inspected annually.
- b. Agency owned equipment and property stored and used in the various sections and units of the Police Department will be kept in a condition of operational readiness. The responsibility for the maintenance and inspection of such property rests with the Division Captain where the property is used or kept.
- c. Problems regarding the condition or maintenance of agency owned equipment and property will be directed to the Operations Captain.

#### **700.5: FILING CLAIMS FOR PERSONAL PROPERTY**

- a. Any employee who has personal property used for official business lost or damaged shall report the loss or damage to their supervisor as soon as practical. A verbal report shall be followed by a written report prior to the end of the employee's work shift.
- b. The supervisor should conduct an investigation into the cause of the loss or damage and should address whether reasonable care was taken to prevent the loss or damage.

- c. The supervisor's investigation shall be documented in a memorandum directed to the Division Captain and shall include the results of the investigation and whether the employee followed proper procedures.
- d. Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police.
- e. The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

#### **700.6: LOSS OR DAMAGE OF PROPERTY OF ANOTHER**

Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below:

- a. A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit;
- b. A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

#### **700.6.1: DAMAGE BY PERSON OF ANOTHER AGENCY**

If employees of another jurisdiction cause damage to real or personal property belonging to the City, 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 soon as circumstances permit.

- a. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.
- b. These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Commander.