

MESA POLICE Department Policy Manual	Return of Equipment Upon Separation from Employment	DPM 1.9.75 Effective 01/10/2013 Revised 09/25/2023
Approved by: Chief of Police	Chapter: Uniforms & Equipment	Page: 1 of 3

1. PURPOSE

This policy provides Mesa Police Department (MPD) members information regarding the return of equipment upon separation from employment. This policy is only regarding total separations of employment from MPD. For members who are disciplinarily suspended or administratively reassigned, but remain employed with MPD, see [DPM 1.4.15 Administrative Reassignment & Disciplinary Suspension](#) for information on surrendering equipment.

2. DEFINITIONS

Equipment: Any equipment or property owned by the City of Mesa (COM)/MPD issued to a member.

Separation: The end of employment with the COM/MPD via resignation, reduction in workforce, retirement, dismissal, or death. Refer to [City of Mesa Personnel Rules](#) and [DPM 1.1.77 Path to Employment Separation](#).

3. MEMBER RESPONSIBILITIES

- A. Members separating from employment shall provide proper notification to affected functional areas and account for all equipment.
- B. Separating members shall contact their supervisor to request a copy of [DPM 1.9.75F1 Separation from Employment Equipment Checklist](#) for a list of assigned equipment and information on where to return.
- C. The member shall return all assigned equipment by the end of the last day worked as listed on the member's separation record.
- D. The member will return the equipment to either their immediate supervisor or to the appropriate COM or MPD area.
 1. Officers in Training who are terminated or resign will return issued equipment to the FTO Administration Officer. See [FTO 1.2 FTO Program Structure](#).
- E. For members eligible to purchase their MPD badge and/or duty weapon upon separation, refer to [DPM 1.9.70 Purchasing MPD Badges & Weapons](#).
- F. Members who separate from employment generally are not permitted to purchase their ballistic vest. Under certain circumstances, a separating member can submit a written request to the Chief of Police for review and consideration, with the final authority resting with the Chief.

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Approved by: Chief of Police	Chapter: Uniforms & Equipment	Page: 2 of 3

4. SUPERVISOR RESPONSIBILITIES

- A. Supervisors shall not authorize separating members to keep or be loaned any equipment.
- B. The separating member's immediate supervisor will ensure compliance with the return of equipment by the end of the member's last day worked. Failure to ensure compliance may result in disciplinary action.
- C. Either the separating member or their supervisor will return the issued equipment to the appropriate COM or MPD area.
- D. The ultimate authority lies with the Division Commander to ensure that members who separate from employment turn in equipment by the end of the last day worked as listed on the member's separation record.

5. LOST, STOLEN, OR DAMAGED EQUIPMENT

- A. When a separating member determines equipment is missing, stolen or damaged, the member will immediately report this information to their immediate supervisor.
- B. Members shall complete a memo stating the circumstances, forward through their chain of command, and forward to the appropriate issuing unit.
- C. Members will also complete a Department report when requested by a supervisor.
- D. Refer to [DPM 1.8.5 MPD Buildings & Property](#).

6. FAILURE TO RETURN EQUIPMENT

- A. When a member fails to return equipment upon separation, the affected area shall forward a copy of the member's equipment list to the affected Division Commander, making note of the equipment not returned.
- B. The affected Commander shall contact MPD Legal to determine whether an investigation of the equipment loss is warranted.
- C. MPD Legal shall determine if any action should be filed against the separating member to recover replacement costs and other fees.

REFERENCES

- [City of Mesa Personnel Rules](#)
- [DPM 1.1.77 Path to Employment Separation](#)
- [DPM 1.4.15 Administrative Reassignment & Disciplinary Suspension](#)
- [DPM 1.8.5 MPD Buildings & Property](#)
- [DPM 1.9.70 Purchasing MPD Badges & Weapons](#)

MESA POLICE Department Policy Manual	Return of Equipment Upon Separation from Employment	DPM 1.9.75 Effective 01/10/2013 Revised 09/25/2023
Approved by: Chief of Police	Chapter: Uniforms & Equipment	Page: 3 of 3

- [DPM 1.9.75F1 Separation from Employment Equipment Checklist](#)
- [FTO 1.2 FTO Program Structure](#)