

Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to utilize only department issued equipment and properly care for department property assigned or entrusted to them. This policy establishes guidelines for requesting alternative or special equipment. Additionally, employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.1.1 PERSONAL, SPECIAL OR ALTERNATIVE EQUIPMENT APPROVAL

The use of any non-issued equipment used in the course of an employee's duties must be approved, in advance, by the Chief of Police, or designee. The authorization request will be submitted to the Chief of Police through the employee's chain of command. This process also allows the authorization of equipment that the department wishes to test for general issuance.

Equipment includes, but is not limited to, audio or video recorders, knives, flashlights, handcuffs, batons, and other equipment specifically designed to facilitate the employee's work.

Property, which does not require prior approval, includes, but is not limited to, watches, eye glasses, etc.

700.2 POLICY

Members of the Oregon State University Department of Public Safety shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

700.3 CARE OF DEPARTMENTAL PROPERTY

All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

The Administration Lieutenant shall be responsible for developing and maintaining procedures for the inventory control of department property.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. Intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.

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- (a) 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.
- (b) Employees shall return any keys checked out through the department key watcher system at the end of their shift.
- (c) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.
- (d) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (e) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (f) 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 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. 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 member's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the University, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to their immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate supervisor.