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**ADMINISTRATIVE DIRECTIVE – 106.007**  
**LOST OR DAMAGED CITY ISSUED EQUIPMENT**

**EFFECTIVE DATE: February 19, 1993**  
**AFFECTS: All Personnel**

**REVISION DATE: September 28, 2021**

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**I. PURPOSE**

The purpose of this administrative directive is to identify the circumstances under which lost or damaged city issued equipment will be replaced at department expense, and the circumstances under which the loss or damage will be reimbursed to the city by the employee responsible for the equipment. This directive will also address securing all city issued equipment safely at all times and preventing its unauthorized use. This directive shall not apply to damage sustained to a motor vehicle while the vehicle is in operation. Refer to Administrative Directive 107.005 – Accident Review Process for damage sustained during motor vehicle accidents.

**II. POLICY**

The department issues personnel the equipment necessary to complete assigned tasks. The City of Plano has a considerable investment in this equipment and it is expected that employees will exercise due care in its maintenance, care and storage. However, there will be times when the execution of an employee's job may cause damage to or loss of that equipment. Below are guidelines which will be applied to each incident of loss or damage in making the determination whether the equipment will be replaced at department expense.

**III. DEFINITIONS**

- A. Careless or Negligent Acts or Omissions – Actions which are either deliberate or accidental and are a failure to use a reasonable amount of care to prevent a loss or damage to city minor apparatus and equipment.
- B. Instruments and Minor Apparatus – Includes but is not limited to uniforms, hand tools, two-way radios, computers and/or other gasoline/diesel or electrical motor driven equipment supplied by the City of Plano for the delivery of public services.
- C. Shared Equipment – Vehicle keys and other equipment that are not assigned to individual users but are used by various employees. This includes but is not limited to patrol equipment such as laser speed measuring devices and handheld thermal imagers. This may include specialized unit equipment such as video cameras, laptop computers, and scene mapping equipment.
- D. KeyTrak – A key and equipment accountability and tracking system that keeps a computerized log of users' name, date and time items are removed from the system's key slots or equipment lockers. KeyTrak units are used to secure patrol shared equipment and are installed in all patrol briefing rooms.

**IV. PROCEDURES**

A. General Statements

- 1. All employees are responsible for exercising sound judgment and care in the maintenance, operation, and use of any minor apparatus or equipment.
- 2. Employees will receive and sign for equipment when they will be the sole user. Employees shall be personally responsible for the care, proper operation, and security of assigned city issued equipment, to include but not limited to firearms, radios, body worn cameras, tasers, ballistic vests, and ballistic helmets.
- 3. Employees shall not leave city issued firearms and/or equipment, uniforms, or law enforcement sensitive items unattended in plain view inside a vehicle, regardless whether the vehicle is department owned or a personal vehicle. This does not apply to a marked police unit actively on duty.
- 4. Firearms, radios, ballistic vests and ballistic helmets shall only be stored in a vehicle under the following circumstances:

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- a. Inside a department approved vault that is secured inside the trunk, bed or cargo area of a vehicle.
  - b. In the trunk of a vehicle that can only be accessed using a key or key fob. Trunk releases inside the cabin of the vehicle shall be disconnected and rear seats that allow access to the trunk shall be disabled or locked. In addition, the trunk lid will have a secondary chain and lock installed, preventing the trunk from fully opening accidentally; and/or
  - c. Out of plain view and parked at a Plano Police facility.
5. Firearms, radios, ballistic vests and ballistic helmets that cannot be stored as above shall be taken out of the vehicle and secured at the police department, the employee's residence or can remain inside the trunk of a locked vehicle that is parked inside the employee's locked home garage.
  6. Employees are responsible for reporting any damage or loss of city owned items to an on duty supervisor at the time of the incident.
- B. Accountability and Security of Shared Equipment
1. KeyTrak will only allow authorized users to remove keys and other property from key slots and lockers. Users will return items to the proper slot or locker when no longer needed.
  2. Shared patrol equipment that will not fit in a KeyTrac locker, or if there is no locker available, will be secured in the patrol briefing room safe. Patrol Sergeants will assign shared equipment stored in the safe by notating officer's name, date and time the equipment is assigned in the equipment log. When no longer needed, the assigned officer shall return the equipment to a patrol sergeant who will notate the return of the equipment on the equipment log in the presence of the officer.
  3. Patrol officers shall not pass off shared equipment from one officer to another. Sergeants shall not instruct officers to leave patrol shared equipment unattended.
  4. Supervisors assigned to specialized units will receive and sign for their unit's shared equipment from the Quartermaster Unit. Supervisors in charge of specialized units will establish a system of internal controls to ensure shared equipment is properly maintained, operated, and secured.
- C. Reporting Loss or Damage to Equipment
1. Damaged Equipment
    - a. Documentation Required
      - (1) Risk Management forms are to be completed by the involved employee's supervisor within 24 hours.
      - (2) Entry into BlueTeam (or Internal Incidents Database) documenting Lost/Damaged Property.
      - (3) Administrative Review Form (FM620.004)
      - (4) Photographs and supporting documentation.
    - b. Report Routing
      - (1) All documentation must be routed through the appropriate chain of command to the Office of the Chief of Police, who will forward the information to the city risk manager within 24 hours of the damage incident.

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- (2) Copies of documentation will also be sent to Quartermaster and if needed, to the appropriate city department for repairs or replacement of the equipment.
- (3) Copies of documentation will be noted and retained in the involved employee's personnel file.

2. Lost Equipment

a. Documentation Required

- (1) Risk management forms are to be completed by the concerned employee's supervisor within 24 hours.
- (2) Entry into BlueTeam (or Internal Incidents Database) documenting Lost/Damaged Property.
- (3) Administrative Review Form (FM620.004)
- (4) Further explanation may be required by the employee's supervisor in the form of a memorandum

b. Report Routing

- (1) All documentation must be routed through the appropriate chain of command to the Office of the Chief of Police.
- (2) Copies of documentation will also be sent to the Quartermaster, and if needed, to the appropriate city department for replacement.
- (3) Copies of documentation will be noted and retained in the involved employee's personnel file.

D. Determination of Discipline

1. Intentional Damage or Loss, and Sensitive Items

Intentionally done or not, loss of any sensitive item or item which could create a danger to the community, (e.g., weapons or firearms) and/or employees who have purposely damaged or lost an item, will receive disciplinary action and may be responsible for reimbursement of the item up to the amount set herein.

- a. Discipline shall be determined by the employee's supervisor and/or chain of command taking into consideration the value of the item damaged or lost and circumstances of the incident.

2. Negligence

Negligence regarding non-sensitive items or items that do not create a danger to the community shall be determined by the employee's division commander, after a review of the circumstances involved in the loss or damage of equipment.

- b. An employee that is found chargeable of damage or loss may choose to pay for the repair or replacement of the item up to the amount set herein or discipline determined by the employee's supervisor and/or chain of command taking into consideration the value of the item damaged or lost and circumstances of the incident.
- c. Subsequent violations will allow for the employee to either pay for replacement/repair of the damaged/lost equipment or disciplinary action (as applicable).

E. Reimbursement

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1. The employee may choose to personally reimburse the city for the amount of the loss or may have the funds garnished from their paycheck by signing an Authorization to Withhold Pay city form.
2. The total amount of the reimbursement will be determined by the Administrative Services Bureau Manager based on the city's actual cost to repair or replace the item, but in no case will the cost to the employee exceed \$500.
3. The employee will take the portion of the Damage/Injury Review form they are given to the fiscal affairs office with payment. Once complete payment is received by the Fiscal Affairs Unit, the form will be signed at which time the employee is required to return a copy of the signed form to the Professional Standards Unit to show documentation of payment.

**F. Appeal Process**

Employees found chargeable for damage may appeal the decision to the Chief of Police for final determination as to whether the officer/incident is chargeable. If the Chief of Police determines the employee is responsible, the employee shall pay to replace or repair the item.