


**Department of Public Safety  
Police Division  
Policies and Procedures**

<b><u>Title</u></b>  Employee Personal Property Damage	<b><u>SOP Number</u></b>  1.2.500
<b>Approval Signature</b> 	
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<b>Reviewed/Revised by</b>	<b>Pages</b> 2
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## ***Employee Personal Property Damage***

- I. **Purpose:** The purpose of this policy is to establish procedures for potential reimbursement to an employee for personal property that is damaged in the line of duty.
- II. **Policy:** Whenever the personal property of an employee is damaged in the line of duty, that employee may be reimbursed a reasonable amount of money for replacement or repair of their property. This is provided such damage was not the result of "horseplay," willful misuse, or negligence on the part of the employee. Reimbursement and maximum amounts may be limited by applicable collective bargaining agreements.
- III. **Procedure:**
  - A. It is the responsibility of the employee to submit an Internal Correspondence Memo (Form 5) to their supervisor on the day their personal property is damaged. The document should include the following:
    1. Type of property damaged (include brand name, serial number, make and model, if any).
    2. The circumstances under which the property was damaged.
    3. The estimated cost of repair or replacement.
  - B. It is the responsibility of the employee to get repair estimates or replacement cost information.
    1. All repair estimates or replacement receipts must be turned over to the supervisor.
    2. The property may be repaired or replaced before reimbursement, if necessary.
  - C. It is the responsibility of the supervisor to submit all reports through the chain of command to the Assistant Police Chief for approval. If approved, the Assistant Chief will forward all reports and receipts to the Business Manager for reimbursement.
  - D. The business office will maintain the report and prepare all paperwork necessary to obtain reimbursement.