

129. ACCOUNTABILITY FOR DEPARTMENT EQUIPMENT



RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to ensure responsibility and accountability for the care of department-owned equipment.

II. POLICY

Officers are responsible for the proper care of City-owned equipment issued to them or provided for their use. Officers are accountable for City-owned equipment which is lost, stolen, or damaged due to carelessness, misuse, or negligence.

III. PROCEDURE

RESPONSIBILITY FOR SAFEGUARDING EQUIPMENT

All officers **shall** reasonably safeguard department equipment so as to prevent theft, loss, or damage. Any officer that loses, has stolen, or damages department-owned equipment due to carelessness, misuse, or negligence **shall** be responsible for the replacement of said equipment. This rule does not apply to motor vehicles.

Any officer that loses, has stolen, or damages any department-owned equipment **shall** notify, in writing, the duty supervisor of such occurrence prior to the end of their duty shift. The memo **shall** be specific as to the description of the lost/damaged property and all pertinent facts related thereto.


If equipment is lost, stolen, or damaged while the officer is off-duty, it **shall** be reported to the duty supervisor as soon as possible.

The Police Chief is the final authority in determining what constitutes carelessness, misuse, or negligence.

RETURNING EQUIPMENT UPON SEPARATION FROM SERVICE

Upon separation from the Department, all employees **shall** surrender all Department property in their possession. Failure to return same **shall** cause the individual to reimburse the Department for the fair market value of the property.

By Order Of:



Chief of Police