

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Lost, Damaged, or Malfunctioning Property		



Cross Reference:..... 1.11, 3.09, 3.23, 3.34, 3.45, 3.63, 3.66, 3.87

I. Introduction

The scope of this directive covers the procedures for reporting lost or damaged Division property, and personal property lost or damaged will acting within the scope and hours of employment. It also covers procedures for having certain Division property or equipment replaced or repaired. Personnel needing repair to Division motor vehicles should refer to the “Motor Vehicle Fleet” directive, and personnel needing a Division-issued firearm repaired or replaced should refer to the “Firearms, Chemical Agents, and Intermediate Weapons Regulations” directive.

II. Policy Statements

A. Division Property

Division personnel may be subject to disciplinary action for loss **of** or damage to Division property due to negligence.

B. Personal Property

1. Division personnel **shall** not be reimbursed for any loss of or damage to personal property due to negligence on the part of the employee.
2. The reimbursement limit for personal losses **shall** be \$300 per item or a maximum of \$600 per incident per employee.
3. Reimbursement **shall** be for fair market value not to exceed the reimbursement limit based upon an item's original cost, age, and condition prior to the loss or damage.
4. To be eligible for reimbursement, the loss of or damage to personal property must have occurred while the employee was acting within the scope and actual hours of employment.

III. Procedures

A. Reporting and Investigating Lost or Damaged Division Property

1. Involved Personnel
 - a. Notify **the** immediate **on-duty** supervisor of the incident.
 - b. Submit damaged property needed as evidence to the **Property Control Unit (PCU)**.
 - c. Retain property that sustains minor damage **and/or** is usable and needed to perform **the** current assignment.

2. **Investigating** Supervisor

- a. Cause the appropriate incident report to be completed, as necessary.
- b. Conduct an **administrative** investigation of the incident.
- c. Forward the completed investigation through the chain of command to **the** bureau commander. Include as part of the investigation:
 - (1) Specific details of the incident, including how the loss or damage occurred.
 - (2) A description of the property, including any asset, brass tag, or serial numbers.
 - (3) A copy of the Evidence and Property Inventory, form A-32.114, when applicable.
 - (4) A copy of any applicable incident report.
 - (5) An opinion as to whether negligence contributed to the loss or damage and a recommendation for disposition, to include disciplinary action if warranted.

3. Bureau Commander

- a. **Review the investigation and make a final determination.**
- b. Forward the completed investigation to the Business and Personnel Bureau Commander.

4. Business Administration Section Personnel

- a. Upon receipt of a completed investigation authorizing repair or replacement of Division property:
 - (1) Make applicable adjustments to the accounting records.
 - (2) Provide information concerning the repair or replacement to the appropriate unit.

B. Uniform

1. Immediate Supervisor

- a. Follow the applicable procedures set forth under Section III, A, 2, **for lost uniform parts, or damaged uniform parts due to employee negligence**, and attach a **completed** Uniform Garment Replacement Request, form A-6.
- b. **Forward a completed Uniform Garment Replacement Request form to the commander for approval, when uniform parts were damaged and no employee negligence was apparent. In these situations, an administrative investigation is not required.**

2. Bureau Commander or Designee

- a. Make a final determination on uniform replacement/emergency issuance of replacement item(s).
- b. Return the approved/disapproved Uniform Garment Replacement Request **form** to the involved personnel.

3. Personnel Receiving Approval for Uniform Parts Replacement
Take the approved Uniform Garment Replacement Request **form** and the damaged uniform part to the Uniform Office.
4. Uniform Office Personnel
 - a. Determine whether **the** item approved for replacement will be ordered from the uniform supplier or issued from the reusable inventory.
 - b. Notify the involved personnel of the availability and location of **the** item **when it is** ready for pick-up.
- C. Badges
 1. Sworn Personnel
 - a. **Take or forward damaged badges to the Personnel Unit.**
 - b. Obtain loaner badges from the Patrol Administrative Sergeant, **when needed.**
 2. Personnel Unit
Notify involved personnel when a repaired or replacement badge is ready.
- D. Chemical Spray
Obtain **individual-issue** chemical spray from the Patrol Administrative Sergeant or the Ordnance Unit.
- E. Handcuffs
 1. Obtain handcuffs from the Uniform Office, when open.
 2. Obtain loaner handcuffs from the Patrol Administrative Sergeant, **when** the Uniform Office is closed.
- F. **Division-issued** Mobile **Communication** Devices
 1. Involved Personnel
Take or forward damaged or malfunctioning mobile **communication** devices to the Business Administration Section Lieutenant.
 2. **Investigating** Supervisor
Forward a copy of the completed investigation to the Business Administration Section Lieutenant **when a mobile communication device is lost or damaged.**
 3. Business Administration Section Lieutenant
Cause **mobile communication devices** to be repaired **or replaced.**
- G. **Hand-Held** Radios
 1. Involved Personnel
 - a. **Take** malfunctioning **hand-held** radios to the Communications Shop.
 - b. Notify the dispatcher if the **hand-held** radio must be left at the Communications Shop for repairs.

- c. **Take hand-held** radio batteries needing replaced to the Communications Bureau Lieutenant.
- d. **Take hand-held** radios to the Communications Shop **when** needing reprogrammed.
2. **Investigating** Supervisor
Notify the Communications Bureau Sergeant and the Communications Bureau Lieutenant **when a hand-held radio is reported lost or was turned in for repair, and include the incident report number. Notification may be made by email.**
3. Communications Bureau Lieutenant
Notify the appropriate unit **when advised that a hand-held radio is ready for pick-up.**
- H. **Police Vehicle Radio and Emergency Equipment**
 1. Involved Personnel
Transport the vehicle with a malfunctioning mobile radio, emergency lights, or siren to the Communications Shop.
 2. **Immediate Supervisor**
Ensure the vehicle is retrieved when notified that repairs were completed.
- I. Computers and Related Equipment and Software
Contact the **'PoliceNet Operations Helpdesk'** or forward an email to the **'PoliceNET Help Desk'** email account.
- J. Cruiser Video System (CVS)
 1. Involved Personnel
 - a. **Notify the immediate on-duty supervisor of damaged or malfunctioning CVS equipment before the end of shift.**
 - b. **Record the damage or malfunction on the Daily Report, form S-35.101.**
 - c. **Respond to the appropriate unit when open for repair to handle the following respective damaged or malfunctioning equipment:**
 - (1) **The Communications Shop for CVS hardware (i.e. camera, microphone, video display)**
 - (2) **The Cruiser Video Unit for hard drives from the Vision Hawk system**
 - (3) **PoliceNet for memory card or video transferring problems with the Panasonic Arbitrator 360 system**
 2. Supervisor
 - a. **Cause the equipment to be taken to the appropriate unit for repair when open.**

- b. Forward notification to the first watch precinct sergeant when the repair shop is closed. The first watch sergeant shall make arrangements to have the equipment transported to the appropriate unit the next day the unit is open for repair.*
- c. Ensure the equipment is retrieved when notified that repairs were completed.*

K. Division Vehicles

1. Involved Personnel

Notify the on-duty immediate supervisor of damage to a Division vehicle not caused as a result of a traffic crash. (i.e. vandalism, object falling on the vehicle, etc.) This does not include repairs needed due to normal use of the vehicle.

2. Supervisor

- a. Follow the applicable procedures set forth under Section III, A, 2.*
- b. Arrange to have the vehicle taken to the Fleet Management garage within 72 hours of the incident.*
- c. Forward a copy of the completed investigation to the Division of Fleet Management, Claims Section, and include all documentation. Electronic copies may be forwarded to FLTClaims@columbus.gov.*
- d. Ensure the vehicle is retrieved when notified repairs were completed.*

L. Reporting and Investigating Lost or Damaged Personal Property

1. Involved Personnel

- a. Notify the immediate **on-duty** supervisor of the incident.
- b. Complete the appropriate incident report.
- c. Submit damaged property to the **PCU**.
- d. Forward **the following** through the chain of command to the bureau commander:
 - (1) A letter requesting reimbursement and stating:
 - (a) Specific details of the incident, including how the loss or damage occurred.
 - (b) A description of the property, the date of purchase, the original cost, and an estimate of the current value.
 - (c) Justification, if the property is not normally used in police duties.
 - (2) A copy of the Evidence and Property Inventory form if the property was turned in to the **PCU**, or an explanation as to why it was retained.
 - (3) A copy of the applicable incident report.

2. Immediate Supervisor
 - a. Conduct an investigation of the incident, as necessary.
 - b. Place comments, conclusions, and/or recommendations on the routing sheet, including an opinion as to whether negligence contributed to the loss or damage, and forward to **the** bureau commander.
3. Bureau Commander
 - a. Approve or disapprove the request.
 - b. ***Make a copy of disapproved packages and route the original packet*** back through the chain of command to the originator for notification.
 - c. Forward original approved packages or copies of disapproved packages directly to the Claims Officer in the Business Administration Section.
4. Claims Officer
 - a. Process approved reimbursement requests and forward to the Administrative Subdivision Deputy Chief.
 - b. File the copies of disapproved requests.
5. Administrative Subdivision Deputy Chief
 - a. Approve payment of claims received from the Claims Officer.
 - b. Forward approved requests to the Business Administration Section for processing and payment.
6. Business Administration Section Personnel
 - a. Forward payment authorization with a copy of the completed claims package to the Director of Public Safety for final approval.
 - b. Process the request for compensation and notify the involved personnel, upon receiving final approval.