Department Owned and Personal Property

700.1 POLICY
It shall be the policy of the Pasadena Police Department to purchase, issue, maintain, inventory, and control all city-owned property and equipment.

700.2 DEFINITIONS
(a) "Equipment" refers to any item that is owned by the city and issued to any employee. The employee maintains continuous possession of these items and is responsible for its care and safekeeping (e.g. uniforms, baton, duty weapon, and leather gear).
(b) "Property" refers to all other items within the department owned by the city (e.g. radios, desks, cameras, and vehicles).
(c) Excluded from these terms are all items, equipment, or property owned by the employee.

700.3 RESPONSIBILITIES
(a) The reasonable care of this equipment and property rests with the individual employee.
(b) The control and maintenance of this equipment and property rests with the police department.
(c) The purchasing, issuing, and inventory of equipment rest with the Equipment and Uniform Specialist and the Fiscal Administration Management Analyst IV.
(d) The purchasing, issuing, and initial inventory of property rests with the Administrative Services Section.
(e) The accountability for theft, loss, or damage of city property or equipment during the time it is issued to or used by a particular employee rests with that employee. Accountability does not necessarily imply financial responsibility or fault.

700.3.1 LOSS, THEFT, OR DAMAGE OF CITY PROPERTY
(a) Whenever an employee becomes aware of the loss, theft, or damage of city equipment or property, it shall be the employee's responsibility to report the circumstance to a supervisor, fill out, and sign the Equipment/Property Replacement Form within 24 hours. This form is then signed by that employee's section administrator and forwarded to that employee's division commander for review and referral to one of the following:
   1. Equipment Committee
   2. Risk Management Committee
(b) Loss or stolen equipment or property shall be documented in an official police report, regardless of the duty status of the employee or the jurisdiction of occurrence.
(c) Employees should be aware that while the damaged item may be minor in nature, it may constitute a safety hazard and should be reported on the Equipment/Property Replacement Form, except as follows:

1. Vehicle damage as a result of a traffic collision shall be investigated and reported on the police traffic collision form and copies forwarded in accordance with the City of Pasadena occurrence and injury reporting procedure.

2. Damage to equipment or property, when it appears there is criminal responsibility, shall be investigated and reported on the appropriate official police report with one (1) copy to the employee's division commander.

(d) The loss, theft, or damage to an employee's personal property as a result of a police incident shall be noted in the official police report of the incident.

1. One (1) copy of the report shall be attached to the Equipment/Property Replacement Form and forwarded to the employee's division commander.

2. Replacement or repair of personal property may be reimbursed in accordance with that policy and is generally the responsibility of the Equipment Committee upon request by the employee's division commander.

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 employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee 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 City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her 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 Division Commander.