Equipment Committee

707.1 PURPOSE AND SCOPE
The Pasadena Police Department hereby establishes the Equipment Committee, which is charged with the general responsibility of researching and developing equipment and property standards for this department. The committee shall also act as an advisory board in determining employee responsibility for the loss, theft, or damage of equipment or property.

707.2 DEFINITION
(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 their care and safekeeping. (Examples: uniforms, baton, handgun, leather gear).
(b) "Property" refers to all items within the department owned by the City, other than equipment. (Examples: radios, cameras, vehicles, furniture).

707.3 ORGANIZATION
(a) The committee shall consist of the Deputy Chief or his/her designated representative, who chairs the committee.
(b) The committee chair or his/her designated representative shall select committee members; participation shall be voluntary.
   1. An attempt will be made to have members that are representative of different divisions within the department.
   2. Qualification for, an appointment to, the committee shall be determined by the Deputy Chief or his/her designated representative.

707.4 FUNCTIONS AND RESPONSIBILITIES
(a) The committee shall meet upon the request of the Chief of Police or any Division Commander.
(b) The committee chair will submit the recommendations from the committee to the Chief of Police for approval.
(c) The committee shall also meet upon the request of the committee chairperson, when necessary, to review responsibility for any employee's report of the loss, theft, or damage of City, or personal, equipment or property.
   1. A majority vote of the committee shall determine responsibility.
   2. Reimbursement amounts shall be determined by the committee based on a reasonable and equitable replacement cost for the type of property which would reasonably be worn or used by an employee on duty. Serious consideration must be
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given by all employees to the use of valuable personal property or equipment while on duty, which could be potentially, lost or damaged.

(d) It is not the responsibility of the committee to deal with or to recommend discipline.

(e) The Equipment Committee Chair shall be responsible for maintaining a file of all findings and recommendations of the committee.

(f) Whenever the equipment or property damaged is a result of normal use, the chairperson's signature will be sufficient for replacement authority. The Police Chief's approval shall not be required.