

# Department Owned and Personal Property

## 700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

### 700.1.1 ISSUING DEPARTMENTAL PROPERTY

All necessary equipment shall be issued to new department employees by a department employee designated by the Chief of Police. Upon separation, employees shall return all equipment/materials issued to them during the course of their employment to the department employee functioning in that capacity.

## 700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

## 700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Employees who wish to submit a claim for reimbursement for damage or loss of personal property shall submit a memorandum to their supervisor describing the damage to the item as well as the cause of the damage.

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The supervisor shall direct the memo to the appropriate Division Commander, along with any additional pertinent information. (For example, any information regarding whether reasonable care was taken to prevent the loss or damage.)

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police or his designee who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

### 700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

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 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.

### 700.5 INTERIOR DECORATION GUIDELINES FONTANA POLICE BUILDING

The following objects are suitable for display in personal office areas:

- FBI Academy and Command College certificates; college degrees; plaques; honors, etc.

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- Major departmental commendations (NOTE: The number of items that may be displayed is not limited, but division commanders shall insure that offices in their respective area of operation do not appear cluttered).
- Family photographs (NOTE: Photographs must be framed or affixed to a bulletin board).
- Hanging office calendars or other professional material is limited to the bulletin board section of each individual cubical.

The following is not acceptable:

- No equipment or clothing will be stored overnight in plain view (i.e. Raid vests, ballistic vests, jackets, duty belts, etc. will not be left hanging on chair backs).
- Anything attached to outside portion of any cabinet.
- Anything placed on top of any cabinet.
- Anything affixed to glass portion of cubical.
- Cartoons or offensive slogans.

Plants may be placed in individual offices with the following limitations:

- No hanging plants.
- No plants large enough to distract from the business appearance.
- No plants that block entrances, windows, file cabinets or detract from workspace.

Office furniture or curtains not supplied by the department are not authorized.

Bulletin boards within these areas must have a professional appearance. All of the regulations previously stated apply. Division commanders shall be responsible to be certain that these bulletin boards are neat and professional in appearance.

Locker rooms are to be maintained in good order at all time. Nothing is permitted on the exterior of the lockers. Nothing may be placed on top of lockers.

Nothing shall be placed, affixed, or hung in hallways without the approval of the Chief of Police.