

## Department Owned and Personal Property

<b>Effective Date:</b>	August 9, 2024
<b>Revised Date:</b>	
<b>Issuing Authority:</b> Chief Stanley McFadden	

### 700.1 SUPPLIED EQUIPMENT

Generally, the following equipment will be issued to sworn personnel by the Personnel Section:

- (a) Baton Ring
- (b) Body Armor Vest
- (c) Citation Book Holder
- (d) Double Magazine Pouch
- (e) Handcuffs with Keys
- (f) Long Baton
- (g) Pepper Spray
- (h) Pepper Spray Holder
- (i) Pocket Notebook
- (j) Radio Holder
- (k) Duty Belt
- (l) Duty Holster
- (m) Flashlight with Charger/Holder
- (n) Handcuff Case
- (o) Ballistic Helmet
- (p) Service Handgun/Ammunition
- (q) SD1
- (r) Whistle
- (s) Department Keys
- (t) Access Card
- (u) Reflective Vest

Generally, the following equipment will be issued to uniformed civilian patrol personnel by the Personnel Section:

- (a) Citation Book Holder

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- (b) Duty Belt
- (c) Flashlight with Charger
- (d) Handcuffs with Keys
- (e) Handcuff Case
- (f) Pepper Spray
- (g) Pepper Spray Holder
- (h) Pocket Notebook
- (i) Radio Holder
- (j) Whistle
- (k) Department Keys
- (l) Access Card
- (m) Rain Gear
- (n) Reflective Vest

**700.2 FILING CLAIMS FOR PERSONAL PROPERTY**

The member must complete a Report of Damaged Clothing form (CS-60). The member must include the original cost of the item, the date of purchase of the item, and a description of the damage on this form. Three copies of this form shall be submitted to the employee's immediate supervisor along with the damaged item. The supervisor may require a separate written report of the loss or damage.

The supervisor shall forward the form and the item to the appropriate Division Commander.

The Division Commander will review the form and determine if the damage qualifies for reimbursement. If it does, the Division Commander will consult with the submitting member and determine the amount to be claimed for the damaged item. The form and item will then be forwarded to the Chief's Office. If the claim does not qualify for reimbursement, the Division Commander will review the circumstances with the submitting member. If the claim is denied by the Division Commander, the member has no further recourse.

The Chief of Police or designee shall review the claim and determine if the damage qualifies for reimbursement. If the Chief of Police or designee approves the claim, they will then forward the form and item to the Administrative Services Department. If the claim is denied by the Chief of Police or designee, the form and items shall be returned to the submitting member. The submitting member may request a meeting to discuss the denial. If the denial is due to a technical error in the form, the member should be given the opportunity to correct it and resubmit the claim.

The Administrative Services Department will make the final determination if a claim is approved or rejected. In either case, the member should seek return of the damaged item from them.