



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

PROCEDURE 29
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I.D. NUMBER: 350

Chief of Police

**CLAIMS PROCEDURES FOR LOST OR DAMAGED
UNIFORMS, EQUIPMENT AND PERSONAL PROPERTY**

A. POLICY STATEMENT

The department recognizes its obligation to provide its employees with equipment that is in good working order. The employee has an equal obligation to ensure that their department issued equipment is properly used and cared for. When that equipment becomes damaged or is no longer serviceable, the department has a responsibility to replace or repair the item.

Occasionally, the personal property of an employee may be damaged or lost during the course of carrying out their duties. The City of Concord has established a process by which it will contribute to the replacement of an employee's personal property as long as the damage or loss is related to the employee's official duties, and the personal equipment is a necessity for the employee to carry out their duties.

B. PURPOSE

1. To establish procedure for processing claims for replacement or reimbursement of damaged, lost or worn out personal and/or department-issued uniforms, equipment and other property.

C. GENERAL

1. This Procedure establishes qualifications to determine eligibility for reimbursement of personal property.
2. This Procedure establishes the process for replacement of department-issued equipment that is lost, damaged or worn out by normal on-duty usage.

D. REPLACEMENT OF DEPARTMENT-ISSUED EQUIPMENT

1. It is the intent of this Departmental Procedure to authorize replacement of such department-issued equipment that is lost, damaged or worn by normal on-duty usage.
 - .1 Individual officers losing, damaging, or possessing department-issued equipment which has otherwise lost its utility shall notify their Division Commander, via their chain of command, of these circumstances in memo form.
 - .01 The Division Commander shall review the memo and upon approval shall forward a copy to the Equipment Community Service Officer for the item's replacement or repair or other action.
 - .02 Officers needing immediate replacement of Department-issued equipment shall notify the on-duty Watch Commander or shift supervisor and complete C.1.1 above, to include this action.
 - .2 When it is evident that personal negligence was the cause of the loss of utility, breakage or loss of the item, the involved officer shall be subject to disciplinary action and/or bear the cost of

replacement, as determined by the Chief of Police. It shall be the involved employee's Division Commander's, or designee's, responsibility to inspect and determine if equipment abuse or neglect is a factor.

E. REIMBURSEMENT FOR PERSONAL PROPERTY

1. To qualify for reimbursement, the circumstances must have been beyond the officer's control and must denote "action" wherein the member is concentrating on the successful conclusion of the urgent police task at hand, as opposed to the routine tasks wherein the member had the time and opportunity to exercise care.
 - .1 Incidents involving personal negligence will not qualify for reimbursement.
 - .2 The Division Commander, or designee, of the involved employee shall verify that the item is damaged beyond repair and must be replaced.
2. An item which is not required as a part of the uniform or duty equipment, such as jewelry, etc., will not qualify for reimbursement (watch exception, \$50 limit; wedding ring exception, \$100 limit, or amount to be determined by the Division Commander).
3. Reimbursement for cash will be limited to \$25.00.
4. Reimbursement for prescription or safety glasses will be as follows:
 - .1 Employees must submit Form No. AS-96 to his/her supervisor, requesting reimbursement for prescription or safety glasses they purchased through their personal eye doctor.
 - .2 Safety glasses obtained through City Policy & Procedure No. 106 (Safety Glasses) will be replaced or repaired in accordance with Section 3.3.3 of that policy. The employee must submit a memorandum, via their chain of command, to the Human Resources office, requesting such replacement. The memorandum must detail the events surrounding the damage to the safety glasses.
5. When making a claim for civilian clothing, the officer should submit the purchase date, place, brand name, material of the garment, and the original purchase price.
 - .1 A complete civilian suit will not be reimbursed unless it can be clearly established that the undamaged suit/trousers cannot be worn as a sport combination.
6. The Chief of Police shall review each claim and make the final determination on what items are reimbursable and recommend to the Finance Director the amount of reimbursement.
7. If an officer is reimbursed by the City and subsequently receives reimbursement from a defendant in a court order, etc., he/she shall repay the City the money reimbursed to him/her by the City.

F. CLAIMS PROCESSING PROCEDURE FOR LOST OR DAMAGED PERSONAL PROPERTY

1. Claims shall be submitted by the employee on Form No. AS-96 to his/her supervisor for review within 30 calendar days of the incident which resulted in loss or damage. Claims submitted more than 30 days following the incident may be considered only if the department head accepts a written explanation for the delay.
2. The employee's Supervisor will review the claim and complete that portion of Form No. AS-96 designated for supervisory response and forward the claim form through the chain of command to the Division

Commander and the Chief of Police. The department maintains a recommended schedule for reimbursement for commonly submitted items.

3. The Chief of Police will review the claim and approve or revise as appropriate.
4. If a claim is rejected, the employee will be notified in writing of the reason for rejection. He/she may submit additional information and request for reconsideration.
5. In the case of damaged uniform pieces, upon approval of the employee's claim, he/she will be authorized to obtain a replacement uniform part, from a local uniform store at which the department maintains an account.

G. DISPUTES

1. Disputes regarding either eligibility for reimbursement or the amount of reimbursement may be processed at the second step of the City's Grievance Procedure (Section 14.62 of the Personnel Rules - Policy & Procedure No. 37).