


POLICY 407	REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY	
	REVISED: 1/93, 12/99, 07/05, 08/07, 04/08	RELATED POLICIES:
	CFA STANDARDS:	Reviewed: 07/05, 08/07, 04/08

A. POLICY

The Police Department may replace or reimburse a department employee for loss or damage to personal property where there was no negligence and the employee was in an on duty status during the time of loss or damage.

B. ITEMS CONSIDERED FOR REIMBURSEMENT

1. Authorized weapon and footwear: replacement or reimbursement will be based on the condition and age of the item at the time of loss or damage. Footwear must be turned in when requesting reimbursement. Weapons will be replaced at current value.
2. Knives, handcuffs, speed loaders, and auto magazines: items may be repaired or replaced according to actual cost. Personal equipment that is used on duty must be authorized by use of Form Z-417, which is on the Department Document Templates folder of the New Usershare. Only optional personal equipment requires the use of this form. Optional equipment includes knives, pursuit cases, and flashlights. Equipment required to be used on duty, such as handguns, speedloaders, prescription eyeglasses, and handcuffs, etc. do not require prior approval. (See section 7 below.)
3. Glasses
 - a. Prescription glasses/contact lenses: item may be repaired or replaced at actual cost of the item, excluding the cost of any eye exam and the cost of any added features, such as tinting, non-glare glass, designer frames etc. will be excluded from the replacement price. An itemized receipt is required showing all features of the replacement glasses at the time of reimbursement. Every effort will be made to turn in the damaged property prior to authorization for reimbursement.
 - b. Sunglasses may be repaired or replaced at a cost not to exceed \$75.
4. Jewelry
 - a. Watches may be repaired or replaced at actual cost not to exceed \$50.
 - b. Watchbands may be repaired or replaced at a cost not to exceed \$25. **ALL OTHER JEWELRY IS WORN AT YOUR OWN RISK!**
5. Clothing

Employees who are ordered to wear civilian attire on an assignment may be compensated not to exceed the following rates:

- a. Trousers, skirts - maximum of \$40.
 - b. Shirts, blouses - maximum of \$30.
 - c. Jackets, sweaters - maximum of \$100.
6. All Special Purpose Units (Dive, SWAT, Raiders, K-9, etc.) – All personal equipment used by any special unit or for any special purpose must be approved prior to its authorized use by filling out Form Z-417, which is on the Department Document Templates folder of the New Usershare. The authorized equipment used by these units/officers will be repaired at actual cost. If replacement is necessary, reimbursement will not exceed \$100 per item.
7. Other - There is NO reimbursement for personal property such as cameras, binoculars, tape recorders, cellular telephones, pagers, personally owned computers or any other items not specified above unless the employee has written approval from the Chief for use of a specific personal item in the line of duty. A copy of the approval must be on file in Police Finance prior to the request for reimbursement. See Form Z-417, which is on the Department Document Templates folder of the New Usershare.

C. PROCEDURE FOR REIMBURSEMENT

1. Reimbursement requests will be made on Form Z-418, which is on the Department Document Templates folder of the New Usershare. Requesting individual will complete the form and have it signed by the proper authority(ies).
2. Requesting individual will take the completed, signed form, along with a copy of the offense report documenting the loss or damage, and the damaged item to Police Finance for review and approval.
3. The damaged item, if not repairable, will become the property of the City upon issuance of a reimbursement check.
4. Once authorized for repair or replacement, the employee will then do so and provide a comprehensive receipt, at which time a reimbursement check will be processed.
5. The maximum reimbursement for replacement or repair for items authorized in Subsection B.7 (Other) will be \$100.
6. If an employee has been involved in an incident where the Department is required to take his/her equipment as evidence, all replacement gear shall be purchased through Police Supply and then issued to the employee. The issued equipment shall be recorded in police supply's files. If the employee's equipment is released from Evidence and is in working order it shall be returned to the employee. The department purchased equipment will be returned to Police Supply for reissue, as necessary.