



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 7.6	<b>DATE OF ISSUE:</b> July 31, 2012	<b>EFFECTIVE DATE:</b> August 31, 2012	<b>NUMBER OF PAGES:</b> 03
<b>CFA STANDARD:</b> NONE <b>SUBJECT:</b> <i>Fiscal Management &amp; Agency-Owned Property-</i> <b>AGENCY-OWNED PROPERTY</b>	<b>NEW (X) RESCINDS (X)</b> <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>    <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARDS:** NONE  
**SECTIONS:**

- 7.6.1 Damaged Equipment**
- 7.6.2 Intentionally Disabling Equipment**
- 7.6.3 Lost Equipment**
- 7.6.4 Stolen Equipment**
- 7.6.5 Lost or Stolen Equipment Review Board**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for replacement of departmental equipment disabled equipment, and lost equipment or agency-owned property.

**SCOPE:** All departmental employees and volunteers.

**POLICY:** It is the policy of this department to issue the best departmental equipment given the constraints of its capital assets. Police Department supervisors will ensure that police equipment used by or issued to departmental employees, is always in a state of operational readiness, and that no member intentionally disables same.

**DEFINITIONS:**

**Missing Property:** An item listed on the Inventory Control Report that cannot be physically located or accounted for by the entity to which it is assigned.

**Non-Consumable Property:** Capital or non-capital equipment that is reusable.

## PROCEDURE:

### 7.6.1 Damaged Equipment

#### A. Assigned Equipment

Any assigned equipment that may become damaged during the course of duty, regular use, or other damage by wear and tear, shall be reported to the assignees supervisor, via memorandum, as soon as practicable. Firearms shall be delivered to a departmental armorer as soon as possible. *No Officer shall go on duty with a firearm that is not functioning correctly!*

#### Individually Issued Equipment

Any assigned personal equipment that may become damaged during the course of duty, regular use, or other damage by wear and tear, shall be reported to the assignees supervisor, via memorandum, as soon as practicable. Examples include duty belts, handcuffs, badges, trousers, shirts, and radio batteries.

### 7.6.2 Intentionally Disabling Equipment

- A. Any employee who is issued or comes in contact with city owned property has the responsibility to care for said equipment. Any employee who shall damage, disable, destroy, or deface city equipment, vehicles, signs, posters, postings, or the like, shall be held responsible for said damage. Discipline shall result, up to and including termination. Examples include destroying or rendering inoperative radios, computers, GPS system, emergency lights, sirens, furniture, buildings, vehicles, posters, posted signs, or any other city owned property.

Any employee who witnesses another employee damage, disable, destroy, or deface city equipment, vehicles, signs, posters, postings, or the like, shall report said incident to a supervisor; any member's failure to do so will result in that member being disciplined accordingly.

### 7.6.3 Lost Equipment

#### A. Assigned Equipment

Any assigned equipment that may become lost during the course of duty, at home, or through employee negligence, shall be reported to the Chief of Police, via Chain-of-Command, through memorandum, as soon as practicable. (If the loss is determined to be through employee negligence, discipline may result, up to and including suspension. Examples include duty belts, handcuffs, credentials and identification, badges, trousers, shirts, firearms, and radio batteries.)

- B. Any item that is privately owned, which represents the South Miami Police Department, such as a wallet badge, which is lost, shall be reported to the Chief of Police via chain of command, on a memo.

#### **7.6.4 Stolen Equipment**

- A. Assigned Equipment

Any assigned equipment that is stolen during the course of duty, at home, or through employee negligence, shall be reported to the assignees supervisor, via memorandum, as soon as practicable. A report will be made immediately to the police agency with jurisdiction. If the loss is determined to be through employee negligence, Discipline may result, up to and including termination. Examples include firearms, insignia, credentials and identification, duty belts, handcuffs, badges, trousers, shirts, vehicles and radio equipment.

Firearms, insignia, credentials and identification, duty belts, handcuffs, badges, trousers, shirts, and radio equipment shall be secured in the assigned locker or secured in the officer's home, and vehicles locked. No firearms are to be left in city vehicles.

- B. Any item that is privately owned, which represents the South Miami Police Department, such as a wallet badge, which is stolen, shall be reported to the Chief of Police via chain of command, on a memo.

#### **7.6.5 Lost or Stolen Equipment Review Board**

- A. A review board, appointed by the division lieutenant or commanding supervisor from the concerned employee's division, will evaluate the circumstances surrounding the incident to determine the responsibility for repair or replacement of the equipment.
- B. Personnel will not be required to pay for repair or replacement of the equipment if it is determined that neglect was not a factor.
- C. Personnel will be required to pay for repair or replacement of the equipment if it is determined that the loss or damage was due to employee negligence.
- D. If the review board determines that the lost or damaged property has a value in excess of \$100, the board may direct the employee to repair or replace, the equipment, or repay the Department.