



San Diego Community College District Police Department Policy and Procedures

1.16 DEPARTMENT EQUIPMENT ACCOUNTABILITY

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the accountability of Department equipment and specifies responsibilities relating to the issue, replacement, and return of District equipment.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Various items of equipment are issued to Department employees based upon operational needs and requirements outlined in labor contracts. Issued equipment is for the member's work related use and remains the property of the Department.

Members are responsible for the proper care, maintenance and safekeeping of issued equipment. Damage, loss or theft of equipment will be reported in accordance with these procedures.

IV. RULES

- A. Members shall not intentionally or negligently: destroy, damage or waste, supplies or equipment belonging to the Department or the San Diego Community College District.
 - B. Members shall not intentionally or negligently: damage or destroy real property or other property belonging to the District except as may be necessary to protect self or others from death or serious injury.
 - C. Damage resulting from the reasonable use of force in accordance with Department Procedure 1.06 shall not be a violation of Section IV, A or B.
-

V. DEFINITIONS**A. Equipment**

Equipment means physical items designed for repeat use and which are not consumable in nature. Items carrying serial numbers are generally considered equipment.

B. Issued Equipment

Equipment issued to members. Examples of issued equipment include firearms, radios, vests, handcuffs, OC spray, and leather gear. For the purposes of this procedure, badges and identification cards are considered issued equipment.

C. District Property

Items purchased by or owned by the San Diego Community College District. Examples include keys, manuals, and vehicles.

D. Supplies

Consumable items generally of low unit value. Examples include office supplies, ammunition, report forms and citation books.

E. Accident

For the purpose of this procedure only, an accident is an event that occurs by chance, not through careless or malicious acts of any individual, which results in damage or loss.

F. Careless Act

An unthinking, neglectful or reckless act which results in damage or loss.

G. Malicious Act

An act which results in willful physical damage to or destruction of property.

VI. ISSUANCE OF EQUIPMENT

- A. The Department will issue equipment in accordance with applicable labor agreements. Upon issuance of equipment the member will acknowledge receipt by signing an equipment record form.

- B. Records of issued equipment will be maintained in the member's Department Personnel file.

VII. DEFECTIVE EQUIPMENT

Defective equipment will be replaced on an exchange basis.

- A. Defective or malfunctioning firearms will be immediately reported to the Firearms Coordinator.
- B. Defective, malfunctioning or empty OC spray containers will be returned to the Firearms Coordinator.
- C. Defective or malfunctioning radios will be turned into the Communications Supervisor.
- D. Other defective equipment will be reported to the member's immediate supervisor.
- E. Repair and replacement of uniforms is the responsibility of the employee. A uniform allowance is provided for this purpose.

VIII. DAMAGED, LOST OR STOLEN EQUIPMENT

- A. Members shall report damaged, lost or stolen equipment to a supervisor on appropriate forms within 24 hours of its damage or loss or disappearance, or within 24 hours of the time the member realizes the item cannot be accounted for or is missing.
- B. Damaged, lost, or stolen equipment will be replaced upon completion of required reports.
 - 1. Equipment damaged as the result of a criminal act will be documented in the appropriate crime case, arrest report or officer's report.
 - 2. Lost or stolen equipment will be documented on the appropriate case report. Care shall be taken with serialized equipment to ensure serial numbers are entered into law enforcement computer systems.
- C. A supervisor shall review the reports prepared in connection with the incident and determine:
 - 1. The person(s) responsible for the loss, and

2. Whether the loss was the result of an accident, a malicious act or a careless act.
- D. The reviewing supervisor shall conduct an investigation in the event any discrepancies are noted.
- E. The reviewing supervisor shall prepare a Property Damage or Loss Report (SDCCD Form 7760.1) and forward it to the Chief of Police with a copy of the crime, arrest or officer's report of the incident.
- F. Members who lose or damage equipment through abuse or negligence will be held financially responsible for the replacement or repair cost of the item and will be billed accordingly by the District.
- G. See San Diego Community College District Procedure 7760.1.
- H. For procedures relating to Police Vehicle Equipment Accidents, see Department Procedure 1.11.

IX. REPLACEMENT OF DAMAGED, LOST OR STOLEN EQUIPMENT

- A. Members shall notify their supervisor regarding circumstances of lost, stolen or damaged equipment. Members shall prepare necessary reports accounting for equipment and cooperate in any subsequent investigation.
- B. Members shall return damaged equipment to the Department for replacement in the manner prescribed for defective equipment (see Section VI, above).
- C. Members shall return equipment reported lost or stolen if the equipment is subsequently found or recovered. The member shall prepare appropriate reports to remove the property from law enforcement computer systems.
- D. The Firearms Coordinator shall issue a replacement firearm or OC Spray upon notification from a supervisor that appropriate paperwork has been submitted. The Firearms Coordinator ensures a new equipment record form is signed by the member and forwards the form to the Police Records Supervisor.
- E. The Communications Supervisor shall issue a replacement radio upon notification from a supervisor that appropriate paperwork has been submitted. The Communications Supervisor ensures a new equipment record form is signed by the member and forwards the form to the Police Records Supervisor.
- F. Replacement of other equipment will be coordinated by the member's supervisor.
- G. The Police Records Supervisor shall file new equipment record forms in the member's

Department Personnel file.

X. EQUIPMENT RETURN PROCEDURE

- A. Members shall return all issued equipment to the College Police Office, DSC, upon separation from the Department.
- B. Police Records Supervisor - Accepts return of all issued equipment, records returned items on the member's Issued Equipment Record, and provides the member with a copy. Notifies Administrative Sergeant if missing equipment. Notifies Communications Supervisor if radio is not returned to deactivate radio from system.
- C. Administrative Sergeant - In the event all issued equipment is not returned, interviews the member to determine if the item(s) is damaged, lost or stolen. Ensures reports are completed and an appropriate investigation is conducted into damaged, lost or stolen items.
- D. Business Office - Ensures the replacement cost of any unreturned equipment is withheld from the member's final pay voucher.

XI. EQUIPMENT INSPECTIONS

- A. Supervisors shall conduct periodic spot inspections of member's issued equipment. This may be done in connection with routine uniform inspections.
- B. Supervisors will insure that employees have all of their issued equipment and that it is in good repair.
- C. At least once a shift period, supervisors shall inspect all equipment issued to the member.
 - 1. Before conducting the inspection, the supervisor shall obtain a copy of the member's Issued Equipment Record(s) from the Police Records Supervisor.
 - 2. The member should be given advance notice to allow him or her to bring in the equipment. (For example, a Department firearm not being carried on duty.)
 - 3. The serial numbers of issued equipment should be compared.
 - 4. The inspection will be documented along with any discrepancies noted. A copy of any discrepancy report will be forwarded to the Police Records Supervisor for update of the issued equipment records or inclusion in the member's Department Personnel File.

5. Defective, damaged, lost or stolen equipment identified in the inspection will be reported as described in this procedure.

D. Regional Lieutenants are responsible for ensuring that inspections are conducted within their respective commands and are appropriately documented. Lieutenants shall maintain records to insure that an annual equipment inspection for each member is conducted.