

Department Owned and Personal Property

701.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item. County vehicles are addressed in Policy 700: Vehicle Operations. This policy applies to all employees.

701.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Board of Supervisors Policy C-5, Reimbursement for Damaged Clothing or Property;
- Board of Supervisors Policy H-6, Non-Capitalized Asset Management;
- Government Code § 53240;
- Policy 317: Department Badges and County Identification Card;
- Policy 700: Vehicle Operations.

701.3 POLICY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement. Reimbursement for damaged clothing or personal property shall be in accordance with Section 53240 of the Government Code and Board of Supervisors policy C-5, Reimbursement for Damaged Clothing or Property.

701.4 CARE OF DEPARTMENTAL PROPERTY

Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipment assigned for their use utilizing the Lost or Damaged Equipment Report (attachment). If required by policy, or otherwise directed to do so, employees shall also notify law enforcement. Ultimately, Lost or Damaged Equipment Reports must be forwarded to the Fiscal Services Division.

- (a) In the event that an officer's badge is lost or stolen, additional steps shall be followed as outlined in Policy 317: Department Badges and County Identification Card.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

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- (d) Department property shall not be thrown away, recycled, sold, traded, donated, destroyed, or otherwise disposed of without approval from Riverside County Purchasing and Fleet Services.
- (e) In the event that any department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.
- (f) Departmental property shall not be left overnight in a county or personal vehicle without prior approval of a supervisor.

701.4.1 EQUIPMENT INVENTORY

Employees issued specialized equipment (e.g. firearm, body armor, phone, badge, keys, etc.) shall sign an Equipment Inventory form (attachment) indicating receipt of the listed items. Equipment Inventory forms shall be maintained at the division level.

Unit supervisors are responsible for ensuring Equipment Inventory forms are accurately completed and current. Equipment and Equipment Inventory forms shall be audited by the unit supervisor at least annually.

701.4.2 EMPLOYEE RESPONSIBILITY

If the designated Chief Deputy determines equipment has been damaged, lost, or stolen as a result of employee negligence, the employee may be held financially liable.

Issued equipment shall be surrendered to the Division Director or designee upon separation from the department, regardless of reason.

701.5 FILING CLAIMS FOR PERSONAL PROPERTY

Reimbursement for damaged clothing or property shall be in accordance with Section 53240 of the Government Code and Board of Supervisors policy C-5, Reimbursement for Damaged Clothing or Property. Claims for reimbursement for damage or loss of personal property must be made promptly, not exceeding 100 days, on the Reimbursement for Damaged Clothing or Property form (attachment) and submitted to the employee's immediate supervisor. The supervisor shall review and approve/decline the claim and forward the Reimbursement for Damaged Clothing or Property form to the Division Director. The Division Director shall review and approve/decline the claim and complete the rest of the approval section including a suggested reimbursement amount. Completed forms shall be forwarded to the department Safety Representative for review and recommendation as outlined in Riverside County Board of Supervisors policy C-5.

701.5.1 EXCLUDED PERSONAL PROPERTY CLAIMS

Claims shall be rejected for:

- Damage less than \$20;
- Items not necessarily worn or carried by the employee, including rings and jewelry;
- Cleaning or laundering clothing;
- Damage covered by Worker's Compensation or other insurance or recoverable from some other party;

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- Damage caused or attributed to the employee's negligence or fault;
- Normal wear and tear of clothing.

701.6 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any probation functions, regardless of jurisdiction, shall report it as provided below.

- (a) In cases where damages are alleged/caused to person or property, staff shall provide a Claim for Damages to Person or Property form to the responsible party. The form is available on the County of Riverside Safety Division website at: <http://safety.rc-hr.com/safety/Accidents.aspx>.
- (b) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (c) A written incident report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.
- (d) The incident report shall be forwarded to the Division Director.

701.6.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the county, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to their immediate supervisor as soon as circumstances permit. The employee shall submit a written incident report before going off duty or as otherwise directed by the supervisor.

The incident report(s) shall promptly be forwarded to the designated Chief Deputy via the chain of command.

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01/13/2011

01/02/2002

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Attachments:

1. [Lost or Damaged Equipment Report](#)
2. [Equipment Inventory form](#)
3. [Reimbursement for Damaged Clothing or Property form](#)

RIVERSIDE COUNTY PROBATION DEPARTMENT
LOST OR DAMAGED EQUIPMENT REPORT

Employee: _____ Date: _____

Lost or Damaged Equipment: _____

Date of Occurrence: _____

Police Report Number (if applicable): _____

Circumstances:

Reviewed by: _____ Date: _____
(Supervisor)

Comments:

The loss or damage to the above-described equipment appears to have occurred:

Operationally

Negligently

