



Series 300 Support Services	Effective Date 6/6/2017	Review Date Annually	Directive Number 306.2
Chapter 306 - Property Management			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
Reviewing Office Resource Management/Labor Relations			
References			

POLICE EQUIPMENT

306.2 - 1 POLICY

It is the policy of the Detroit Police Department to maintain inventory and control Department property and to ensure that equipment is maintained in a state of operational readiness. The overall responsibility for the Department's inventory of equipment lies with Resource Management. However, all members are expected to properly care for equipment and materials assigned to them.

306.2 - 2 Department Property - Equipment Inventory

306.2 - 2.1 Maintaining an Inventory

1. Each command is required to maintain an updated inventory of all assigned equipment. Commanding officers shall designate one supervisor as inventory officer.
2. All Department owned equipment must have a "Property of Detroit Police" tag, which is distributed by Resource Management (items received prior to July 2002 will have a City of Detroit tag). Upon receiving new equipment, the inventory officer shall place a tag on the item as well as fill out a Police Department Acquisition Report. The original Acquisition Report *shall* be forwarded to Resource Management and a copy *shall be retained at the command*.
3. Forfeited property assigned to a command for official use, by Property Control, shall be designated as "Forfeited Property" in all inventories.

306.2 - 2.2 Irreparable or Unserviceable Equipment

1. When a command has irreparable or unserviceable equipment, Resource Management shall be notified regarding the disposal or removal of such equipment. Resource Management shall guide the command as to the disposal or removal of the equipment. The command's inventory officer shall complete a City of Detroit Equipment Disposition Report (C of D 257) and return both the white and yellow copies to Resource Management. A Disposition Report must also be completed whenever equipment is exchanged between commands.
2. Equipment should be deleted from the command inventory unless otherwise directed by *Resource Management*.

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3. Requests for removal and/or replacement of technical equipment, (i.e. computers, scanners, monitors, keyboards, and all other electronic equipment with the exception of scanners and fax machines) shall be directed to *Technical Services*.

306.2 - 2.3 Conducting Inventories

1. In order to ensure responsibility and determine inventory losses, each command shall conduct an equipment inventory each year in the month of January. Each command will receive a package of instructions and a report of assigned equipment from *the Office of Departmental Financial Services*. In addition, inventories shall be conducted whenever a change of command takes place.
2. Commanding officers assuming new commands shall not transfer Department equipment from their old command to their new command without permission of the Chief of Police.
3. Whenever an inventory is conducted, the updated disk as well as a hard copy of the inventory shall be forwarded to *the Office of Departmental Financial Services*. Should there be any discrepancies between *the Office of Departmental Financial Services'* inventory of record and the command's inventory, an Inter-Office Memorandum (DPD568) shall be prepared regarding the discrepancy.

306.2 - 3 Lost, Damaged or Stolen Department, Personal and Private Property

1. Department *members are* responsible for the good care of Department property. Any loss or damage of Department equipment/property shall be reported *immediately* to the commanding officer, or in the absence of the commanding officer forwarded to the officer in charge of the unit to which the member is assigned. The report shall be prepared on an Inter-Office Memorandum (DPD568) and *hand carried* through official channels to the *Office of Departmental Financial Services*.
2. A member is liable for loss of or damage to property caused by the member's negligence. It shall be considered prima facie evidence of neglect of duty on the part of a member to lose or damage Department property or equipment through carelessness or to neglect reporting the same promptly to the member's commanding officer, or in the absence of the commanding officer to the officer in charge of the unit to which the member is assigned.
3. Whenever a report is made concerning lost or damaged Department or personal property, a copy shall be retained by the commanding officer *of the involved member*.
4. A member shall not accept any settlement for clothing or personal property damaged or lost in the performance of duty without the approval of the *Office of Departmental Financial Services*.

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306.2 - 3.1 Damaged Uniforms

1. *The Detroit Police Department is not responsible for the replacement of uniform items (apparel/leather gear) for Department members whether damaged, stolen, or lost in the performance of police duty. It is the responsibility of each Department member to repair and/or replace any uniform item damaged, stolen, or lost.*
2. *If a member fails to replace their damaged, stolen, or lost uniform item(s) within thirty (30) days and provide proof of replacement (receipt), the Department shall replace the equipment and charge the member through payroll deduction.*
3. *A member may request an Emergency Request for Replacement (DPD568), through channels to the Office of Departmental Financial Services to request immediate replacement of the uniform item. In this case, the Office of Departmental Financial Services can approve immediate replacement of the item and initiate the reimbursement process.*
4. *The Detroit Police Department is responsible for the maintenance and procurement of bulletproof vests or other specialty equipment, which the Department shall continue to purchase, maintain, repair, and/or replace if damaged, stolen, or lost in the performance of police duty.*

306.2 - 3.2 Personal Clothing or Property

1. *When a member's personal clothing or other personal property is damaged or lost in the performance of police duty, a request for replacement or reimbursement shall be made to the Office of Departmental Financial Services. This request must be made immediately as required for reporting lost or damaged Department property. The request for replacement or reimbursement shall contain a recommendation by the commanding officer of the involved member. In either case, of damaged or lost personal clothing or property, it shall be incumbent upon the Department member to display a proof of purchase, showing the date of acquisition and the purchase price of the article, when submitting the application for replacement or reimbursement.*
2. *The maximum amount of reimbursement for any personal item is \$100.00 per item. A 10% depreciation factor will be applied for each year of ownership. For example: first year, 90%; second year, 80%; etc.*

306.2 - 4 Recommendation for Reimbursement

1. *An investigation shall be conducted and an appropriate recommendation shall be made to the Office of Departmental Financial Services concerning the replacement or repair of the concerned item at the Department's expense or at the expense of the member. The investigation shall not include the price of the item(s) that have been lost/stolen. The price for lost or damaged items will be given to the member via receipt from the Office of Departmental Financial Services. All commands that issue equipment to member's shall submit an itemized list of equipment and replacement costs annually, no later than January 15th to the Office of Departmental Financial Services. Any changes in pricing and/or issued equipment*

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to the list prior to the annual submission shall be promptly reported to the Office of the Departmental Financial Services.

2. In cases where disciplinary action has already been taken, or a hearing is pending as a result of carelessness or negligence by the *member*, it shall be stated in the recommendation to the *Office of Departmental Financial Services*. If a hearing is pending, it shall be recommended that no disposition be made concerning replacement or repair of the item until such time as the disciplinary proceedings (*including appeals*) are *final*. The commanding officer of the unit to which the concerned member is assigned shall promptly notify the *Office of Departmental Financial Services* of the outcome.
3. The commanding officer of the unit to which the concerned member is assigned shall ensure that items *totaling \$50.00 or less* in value are settled by cash payment within *fourteen (14) days* from the date that the member is found liable for repayment. *If the cash payment is not settled within fourteen (14) days, payroll deduction for the full amount shall be immediately initiated. For items totaling more than \$50.00 in value, where a cash settlement is not made within fourteen (14) days from the date that the member is found liable for repayment, payroll deductions shall be initiated immediately. Payroll deductions shall be at a rate of \$25.00 per deduction or 2% of value, whichever is greater, and shall not exceed a period of more than one (1) year. If the total amount of the item(s) exceeds \$2,500.00, the representative of the City and the affected member shall meet in order to reach an agreement on a reasonable repayment schedule, not to exceed the maximum bi-weekly payroll deduction.*
4. Lost or *damaged* Department equipment which has been replaced, and which is subsequently recovered by the member shall be returned immediately to the Department. An Inter-Office Memorandum (DPD568) shall be prepared and forwarded through official channels to the *Office of Departmental Financial Services*. The member shall also contact the commanding officer of Resource Management regarding the specific unit to which the equipment should be returned.
5. When a member has lost or damaged Department property or equipment, the replacement or repair of which is necessary to the performance of the member's duty, the member's immediate supervisor shall address an Inter-Office Memorandum (DPD568) to the *Office of Departmental Financial Services* for *emergency replacement or repair of the lost or damaged item(s)*. The memorandum shall request immediate replacement or repair and shall explain that an Investigation and Report is being conducted in order to determine whether the item will be replaced or repaired at the Department's or member's expense. *When an emergency replacement of Department equipment is issued, an Investigation and Report shall immediately be prepared by the member's command.*
6. The commanding officer of a member who has had a Department firearm lost or *damaged* shall direct the memorandum to the *Office of Departmental Financial*

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Services for review prior to submission to Firearms Inventory. One (1) copy shall be placed in the members file.

7. No member shall retain duplicate equipment unless so directed by proper authority.