



GENERAL ORDER

Property: Lost, Damaged, or Stolen

Purpose and Scope

This order establishes guidelines regarding the loss, theft, or damage of department-issued and personal property. Employees are expected to properly care for department property assigned or entrusted to them. Loss or damage to personal property while in the performance of assigned duties may be reimbursable within these guidelines.

Affected Personnel

All employees

Authority

Administrative Directive
County Personnel Policy and Procedures G-2
Labor Agreements
Labor Code

Effective Date

February 12, 2016

I. Care of Department Property

- A. Use of department property shall be limited to the official performance of job duties.
- B. Employees shall take reasonable precautions to prevent property from being damaged, lost, or stolen.
- C. An employee may be subject to disciplinary action if the loss of department-issued property was a result of the employee's negligence or for damaged caused by intentional abuse or misuse.
- D. Department property shall only be used by the person to whom it was assigned unless authorized by a supervisor or above, or under emergency circumstances.
- E. No modifications, additions, or alterations of department property shall be made without prior authorization. The Probation Department, at its discretion, becomes the sole owner of any permanent modifications, additions or alterations made to department property.

- F. Department property shall not be discarded, sold, traded, gifted, donated, destroyed, or otherwise disposed of without supervisor approval.

II. Lost, Stolen, or Damaged Department Property

A. General

1. General items include property issued to employees not otherwise specifically addressed in this Order.
2. Employees shall promptly report to their supervisor, any loss, damage to, or unserviceable condition of any department-issued property or equipment assigned for their use.
3. The use of damaged or unserviceable department property shall be discontinued as soon as practicable.

B. Technology Equipment

1. Technology equipment includes property issued and tracked by Probation's Technology Division, including but not limited to laptop computers, tablets, cellular telephones, and radios.
2. As soon as an employee becomes aware of the loss of any department-issued technology equipment, he/she shall promptly notify Probation's Information Technology Manager.
3. The employee shall submit a written incident report to their immediate supervisor as soon as possible after technology equipment is lost, stolen, or damaged. The incident report shall describe the circumstances of the loss or damage.
4. If the equipment was stolen, the employee shall file a law enforcement report and include the report number in the written notification to his/her supervisor.
5. The Information Technology Division shall repair or replace lost, stolen or damaged technology equipment as soon as practicable.

C. Firearms and Conducted Electrical Weapons (CEWs)

1. A lost or stolen firearm or CEW shall be reported to the appropriate law enforcement agency immediately upon discovery of the loss.
2. An employee shall notify his/her immediate supervisor as soon as he/she becomes aware of the loss.
3. The employee shall submit a written incident report to his/her immediate supervisor as soon as possible. The incident report shall describe the circumstances of the loss and include the law enforcement report number.
4. An employee shall immediately notify his/her supervisor and the Range Master if their firearm or CEW is damaged or becomes unserviceable.
5. Arrangements may be made for the temporary or permanent issuance of another firearm or CEW if the Chief Probation Officer and Range Master authorize such issuance.

6. The employee must qualify with any new firearm or CEW issued.

D. Uniform Shirts

1. Uniform shirts that are worn, stained, or otherwise damaged shall be turned in to the employee's supervisor.
2. The supervisor shall remove and destroy any department logo and identification lettering prior to discarding the uniform shirt.
3. Damaged, lost, or stolen apparel shall be replaced as soon as practicable.

E. Wallet and Belt Badges

1. The employee shall submit a written incident report to his/her immediate supervisor if his/her badge(s) is lost or stolen. The incident report shall describe the circumstances of the loss.
2. If a badge is stolen, the employee shall file a report with the appropriate law enforcement agency and include the report number in the written notification to his/her supervisor.
3. The employee shall submit a copy of the incident report to the Division Chief of Administrative Services Division before being issued a new badge.

G. Identification (ID) Access Cards

1. An employee shall notify his/her supervisor, in writing, if the employee's ID access card is lost, stolen, or rendered inoperable.
2. The supervisor shall notify the Administrative Services Division Live Scan Clerk, who shall deactivate the ID access card and issue a replacement.

III. Reimbursement for Personal Property

- A. Reimbursement is authorized for personal property damaged or lost in the line of duty or as a result of physical contact with a client¹.

1. Reimbursement is to cover the cost of repair, replacement, or actual value of personal property or prostheses of an employee, such as eye glasses, hearing aids, dentures, watches or articles of clothing, when such items are damaged at no fault of the employee.
2. Employees are not eligible for reimbursement for losses resulting from acts of negligence, deliberate destructive acts on the part of the employee, or damage due to wear and tear incidental to normal use.
3. In case of damage caused by the acts of third persons, i.e. vehicle accidents, a statement of facts establishing the impracticality of an employee recovering the costs from such third persons or their principals or agents may be required.

¹ Labor Code Section 2802

- B. Reimbursement shall be made up to the actual cost of the item, but not to exceed the maximum allowed by the applicable labor agreement.
- C. All reimbursement requests shall be submitted on a *Damaged or Lost Personal Property Claim Form* and submitted to the employee's Division Chief, or designee. The form should contain the following information:
1. Description of the property lost or damaged;
 2. Description of the circumstances leading to loss or damage of the property;
 3. Information regarding the amount of reimbursement being requested, such as the purchase price of the property, the date of acquisition, repair cost (if repairable), replacement cost, extent of use, condition at the time of damage, the extent of damage, and any other factors the employee considers relevant to the determination of value, excluding fanciful or sentimental value. Include a copy of the receipt, if available.
- D. The employee's Division Chief, or designee, shall determine whether or not to approve the claim, and forward approved claims to the Department's Fiscal Manager. The requesting employee will be informed of the action taken.

Attachments

Damaged or Lost Personal Property Claim Form

Replaces Previous Orders

Administrative Policy and Procedures:

Damaged or Lost Personal Property: 06/2005

Damaged, Lost, or Stolen Laptop Equipment: 06/2005

Damaged, Lost, or Stolen Communications Equipment: 06/2005

Arming Policy, 06/2005 - Chapter 4, Section IV

Lost or Stolen Identification Badges, Cardkeys & Door Keys, 06/2005

Authorized By



Lee Seale, Chief Probation Officer

Date

12/17/15

**SACRAMENTO COUNTY PROBATION DEPARTMENT
DAMAGED OR LOST PERSONAL PROPERTY CLAIM FORM**

Employee Name: _____

Date of Loss: _____ Associated Incident Report Number: _____

Describe Damaged or Lost Item:

Describe How the Damage or Loss Occurred:

Amount of Reimbursement Being Requested: \$ _____

Estimated Purchase Price: \$ _____ Actual Price [attach receipt] \$ _____

Purchase Date: _____ Condition at the time of loss or damage: Excellent Good Fair

Can damages be recovered from a third party? [Accident claim, etc.] Yes No Unknown

I affirm that the above information is a true and accurate account of the loss or damage I incurred.

Employee Signature: _____

Approved [Forward approved claim forms to Administrative Services Fiscal Manager]

Denied [Indicate reason for denial]

Damage/loss did not occur in the line of duty

Property was damaged due to wear and tear incidental to normal use

Reviewed By: _____ Title: _____

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