



## Ithaca Police Department

120 East Clinton Street  
Ithaca, New York 14850

General Order Number: 355

Title: Repair or Replacement of Damaged/Defective Equipment

Issuing Authority: Chief John Barber

Effective Date: May 11, 2015

Rescinds/Supersedes: All previously issued directives

Review Date: May 2017

Applicable NYSLEA Standards: 41.3

Number of Pages: 3

### I. Purpose

The purpose of this policy is to set out the procedure for the repair or replacement of City of Ithaca and personal property.

### II. Policy

#### A. Uniform Repair or Replacement

1. Officers will document, in a Spillman incident report, any damage sustained to their uniforms.
2. Officers will submit a request, via their chain of command, to the Chief's Office to get authorization for the City to replace the damaged article of the uniform.
3. Per the Collective Bargaining Agreement, any item from Appendix B (Uniforms & Equipment) damaged or destroyed in the line of duty shall be replaced by the City upon the return of the item.

## B. Lost or Damaged City Property

1. Officers will document any damage or loss of issued equipment in a Spillman incident report.
  - a. If the damage or loss occurred during a call for service, the documentation will be in that incident report.
  - b. If the damage or loss did not occur during a call for service, a Spillman incident report will be started to make the documentation.
2. Officers who have been found to have lost or damaged an article of issued equipment, either intentionally or through misuse or negligence, may be held liable for the cost of replacement and/or repair.
3. Per the Collective Bargaining Agreement, any item from Appendix B (Uniforms & Equipment) damaged or destroyed in the line of duty shall be replaced by the City upon the return of the item.

## C. Personal Property

1. Officers will document, in a Spillman incident report, any damage or loss of personal property.
  - a. If the damage or loss occurred during a call for service, the documentation will be in that incident report.
  - b. If the damage or loss did not occur during a call for service, a Spillman incident report will be started to make the documentation.
2. Court Ordered Reimbursement
  - a. If the damage or loss is the result of an incident involving a suspect, the officer will note this in the Arrest and Incident reports.
  - b. The officer will advise the District Attorney's Office, as well as the applicable court, and request the court to order reimbursement to the City.

#### D. Return of City Equipment

1. All departmental issued equipment, as outlined in the current Collective Bargaining Agreement, shall be immediately surrendered to the Chief of Police or his/her designee upon resignation, retirement, termination or suspension.
2. Upon the death of any member, the Chief of Police shall obtain all of the deceased member's issued equipment, as soon as appropriate.
3. During any interrupted periods of active service, such as leave of absence, suspension, serious illness, etc., the Chief of Police may require that some or all of the issued equipment be surrendered.

#### E. City Ownership of Equipment

1. Any articles of equipment or clothing issued to a member by the department shall remain the property of the department, and it shall be the responsibility of the member to take proper care of and safeguard such equipment.
2. The term "issued by the department" shall include any article of equipment or clothing purchased with City funds and will include those items paid for by the officer and subsequently reimbursed by the City.

1. The first part of the report deals with the general situation of the country and the progress made in the various fields of activity during the year.

2. The second part of the report deals with the results of the various projects and programmes implemented during the year.

3. The third part of the report deals with the financial situation of the country and the progress made in the various fields of activity during the year.

Annex 1

4. The fourth part of the report deals with the results of the various projects and programmes implemented during the year.

5. The fifth part of the report deals with the financial situation of the country and the progress made in the various fields of activity during the year.