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|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870(R/S-06)                   | Reference Number<br><b>FSS-006</b>         |
|                                                                                   | Subject<br><b>Disposition of Department Property During Temporary Separations</b> |                                            |
|                                                                                   | Special Instructions<br><b>Replaces FSS-006 dated January 15, 2015</b>            | Effective Date<br><b>February 26, 2015</b> |

## **I. PURPOSE**

Establish policy for the disposition of Department property during temporary separations.

## **II. POLICY**

When an employee is temporarily separated from employment with the Department due to injury, illness (including family sick leave), extended military leave, disability, or disciplinary action the employee's Department issued equipment shall be surrendered and secured as indicated in this procedure.

## **III. INFORMATION**

A. **SERIALIZED EQUIPMENT** – Shall include all issued weapons, laptop computer, cell phone/pager, handheld speed timing devices, portable radios, portable breath test equipment (PBT), and cameras.

B. **LAPTOP COMPUTERS** – When an employee is required to turn in their laptop computer (regardless of the reason for separation) the employee's commander shall immediately notify the Criminal Justice Data Division (CJDD) in order to restrict the employee's access to the Department's systems and network, unless otherwise approved by the Assistant Chief of Staff (AC/S) Communications and Information Systems (CIS).

C. **REMOVED FROM PAYROLL** – Employees who are removed from payroll are prohibited from using Department issued equipment while in this status.

## **IV. PROCEDURE**

A. **Absence due to injury or illness (including family sick leave):**

1. When an employee is scheduled to or has been off more than 21 consecutive days, **regardless of the type of leave used\***, the employee's commander shall cause the employee's assigned commission, Department issued cell phone and/or pager (if applicable), and laptop computer to be immediately picked up.

a. **\*If a person is unable to work due to an injury or illness, the use of vacation, personal, or comp time in place of sick time will have no effect on the 21 day requirement.**

b. **Commanders shall not permit the intentional, intermittent scheduling of work days/shifts when the intent is to retain the use of a Department issued commission while circumventing the 21 day requirement for turning in issued commissions.**

2. All other Department property shall be picked up if it is determined that the employee will be off work for more than 180 days; or, may be picked up earlier if the prognosis for the employees return to work exceeds the date the employee would normally be placed on disability.

**B. Absence due to military leave (without pay).**

NOTE: Refer to HMR-002 for further instructions for the employee's responsible Commander.

1. When an employee goes on military leave, without pay, for less than 180 days, the employee's commander shall:

a. Cause the employee's assigned commission to be picked up, along with the Department issued cellular telephone and/or pager; and.

b. Have the discretion to collect items deemed necessary to ensure safekeeping of all Department issued property until the employee returns, according to the nature of the leave to include, but not be limited to the length and location of the leave.

2. For employees going on military leave, without pay, for more than 180 days, the employee's commander shall:

a. Contact the Field Support Services (FSS) Section and request a copy of the employee's current property card;

b. Cause an inventory/audit to be conducted, on the employee's last working day, with notations of property being left in the employee's possession;

c. Collect all issued serialized items and then contact FSS to arrange for the transfer of all serialized items to FSS. This shall not include the issued identification/credentials and badges.

d. The employee's commander shall have the discretion to collect items deemed necessary to ensure safekeeping of all Department issued property until the employee returns, according to the nature of the leave to include, but not be limited to the length and location of the leave; and

e. Upon the employee's return to work, the employee's commander shall cause an inventory/audit to be conducted of all items retained by the employee for serviceability.

f. The commander shall also coordinate with the FSS Commander for the return of items transferred to FFS upon the employee's departure and the AC/S CIS to restore network and system access and the commander may request that a new commission be issued to the returning employee.

**C. Absence due to suspension or leave without pay.-**

1. When an employee has been suspended or placed on leave without pay, the employee's commander shall cause the following items to be picked up from the employee:

- a. The employee's assigned commission(s);
- b. All Department badges;
- c. Department identification;
- d. All Department issued weapons and ammunition;
- e. The Department issued cell phone and/or pager; and
- f. The Department issued laptop computer.

2. Employees on suspension or on leave without pay are prohibited from using Department issued equipment while removed from the payroll.

D. Department owned property that has been picked up, as per these procedures, shall be secured and stored as follows:

1. When an employee is expected to return to duty within 31 days, the employee's property shall be retained by the employee's commander; and

2. When an employee is expected to be off duty for more than 31 days:

a. The employee's commission shall be stored at the district or general headquarters garage, depending upon the employee's assignment, with the approval of the FSS Commander.

b. Laptop computers, cell phones and pagers shall be delivered to the Criminal Justice Data Division (CJDD).

c. All other serialized Department issued property shall be delivered to the Quartermaster Section.

E. All Department owned property, once picked up, shall be kept in the custody of the Department until the employee has been approved to return to duty (if applicable) by the Superintendent.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.