

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number FSS-007
	Subject Loss or Damage to Department Equipment	
	Special Instructions Replaces LOG-007 dated February 20, 2012	Effective Date January 15, 2015

I. **PURPOSE**

Establish guidelines for documenting the loss of or damage (including total destruction) to Department property and its reimbursement.

II. **POLICY**

Department employees shall document the loss of or damage to issued equipment on the appropriate form. If the loss or damage is due to negligence, as determined by the Board of Survey, all or a fair portion of the replacement or repair cost may be assessed to the responsible employee.

III. **PROCEDURE**

A. When Department equipment (including individually issued equipment) is lost or damaged a Report of Automobile Crash or Equipment Loss form shall be completed by the employee using that equipment and then submitted to their commander. The report shall include a complete and accurate description of how the damage or loss occurred.

B. The commander shall review the report for completeness and accuracy of the description of how the equipment was damaged or lost, and then forward the report to the Logistics Division.

C. If the damage is the result of a commission crash, reporting shall be completed in accordance with the requirements stated in SOP ENF-005.

D. Review, accountability, reimbursement, and appeals process.

1. The Board of Survey shall consist of the Assistant Chief of Staff (AC/S) Logistics and the AC/S Fiscal..

2. They shall meet, as required, to review all reports related to the loss of or damage to equipment, other than commission crashes. The Board shall convene at the direction of the AC/S Logistics.

4. The Board of Survey shall determine, by majority vote, whether equipment reported lost or damaged was due to carelessness or neglect by an employee.

5. If it is determined the loss of or damage to the equipment was caused by an employee's carelessness or neglect, the Board of Survey may assess all or a fair portion of the repair or replacement cost of the lost or damaged property to the responsible employee. The amount of reimbursement will be determined by the severity of the carelessness or negligence.

6. The minimum reimbursement assessment shall be ten dollars (\$10.00). The standard assessment will be 30% of any remaining amount above \$10.00. The current replacement cost of the lost, destroyed, or damaged equipment shall be determined by the AC/Staff Logistics.

7. The determination of the Board of Survey and the assessed reimbursement and/or restitution shall be forwarded, in writing, within 15 calendar days, to the affected employee by the AC/S Logistics.

8. An employee may appeal the finding of the Board of Survey. To initiate an appeal, the employee shall forward a memorandum to the chairperson of the Board of Survey, within 15 calendar days of the receipt of the response of the Board of Survey, requesting an appeal. The chairperson shall set an appearance date within a reasonable time. The individual shall appear before the Board of Survey and present any information in regards to the assessment.

9. The chairperson shall notify the individual of the finding of the Board, in writing, within 15 days.

10. The individual may appeal the Board's finding to the Superintendent. The Superintendent's finding shall be final.

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