

Department Owned and Personal Property

500.1 PURPOSE AND SCOPE

Yolo County Probation Department employees are expected to properly care for Department property assigned or entrusted to them. Employees may suffer occasional loss or damage to personal or Department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

500.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care and use of Department property assigned or entrusted to them. An employee's intentional or gross negligent abuse or misuse of Department property may lead to discipline and may require the employee to pay the cost of repair or replacement.

- (a) Employees shall immediately report through their chain of command, any loss, damage to, or unserviceable condition of any Department-issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable Department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a Supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department issued property, including clothing shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event any Department property becomes damaged or unserviceable, no employee shall attempt to repair or replace the property without prior approval of a Supervisor.

500.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate Supervisor. The Supervisor may require a separate written report of the loss or damage.

The Supervisor shall direct a memo to their Division Manager or in the case of Detention staff, the Superintendent of the Juvenile Detention Facility, which shall include the results of his or her review and whether the employee followed proper procedures. The Supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

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Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Division Manager or Superintendent of the Juvenile Detention Facility who will then forward the claim to the Fiscal Division for processing.

The Department will not replace or repair items that are not reasonably required as a part of work.

500.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate Supervisor as soon as circumstances permit.

A written report shall be submitted within the time frame directed by the Supervisor to whom the verbal report is made.

500.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any officer who damages or causes to be damaged any real or personal property of another while performing any law enforcement function, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the officer's immediate Supervisor as soon as circumstances permit.
- (b) A written report shall be submitted within the time frame directed by the Supervisor to whom the verbal report is made.

500.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the County, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his or her immediate Supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the Supervisor.

These written reports, accompanied by the Supervisor's written report, shall promptly be forwarded to the Chief Probation Officer or designee.