

2.448 PROPERTY CARE AND MAINTENANCE

- A. Employees will not use agency equipment or property carelessly, negligently, or in any other way that results in damage to, or improper alteration of, equipment or property through other than normal wear and tear. Agency equipment or property includes:
 - 1. All equipment issued to employees;
 - 2. Agency vehicles, including equipment or property contained on or within vehicles;
 - 3. Agency facilities, including equipment or property contained therein; and
 - 4. All other equipment or property which comes into possession of agency employees as result of duty related custodial arrangements.
- B. Incidents where agency equipment or property is lost, damaged, misused, etc., will be brought to the timely attention of supervisory or administrative ranked employees by employees first becoming aware of such loss, damage, misuse, etc.
 - 1. Supervisory or administrative ranked employees so notified of agency equipment loss, damage, misuse, etc, will ensure CCNs are initiated and conduct preliminary inquiries to determine if the loss or damage resulted from normal wear and tear or through negligence, misuse, maliciousness, etc.
 - a. Reports are required when preliminary inquiries determine equipment or property damage resulted from carelessness, negligence, misuse, or any other reason other than normal wear and tear.
 - b. Reports are not required for damage occurring from normal wear and tear.
 - c. CIS must be sent in all cases.
 - 2. The chief will designate a supervisory or administrative ranked officer to serve in an ancillary capacity as coordinator for timely reviews of these incidents.
 - a. Incidents involving no apparent chargeable conduct will be closed.
 - b. Incidents involving apparent chargeable conduct will be investigated by the employee's direct supervisor and referred to the Internal Affairs Coordinator to obtain Internal Affairs Investigation numbers in accordance with **2.900 Complaints and Discipline**.
 - 3. Employees may be ordered to reimburse the agency for property loss, damage, misuse, etc.
- C. All agency property will be reasonably and prudently protected from damage and theft.
 - 1. Agency property will not be left in any unattended state or personal vehicle for an extended length of time, especially overnight.
 - 2. Employees will ensure that agency property is stored securely at all times.