

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2017-023

SUBJECT: Uniform and Equipment
Repair, Replacement, Return

EFFECTIVE DATE: 1 May 2017 **RESCINDS ORDER NO:** 99-12-02

DISTRIBUTION: All Department Personnel

PURPOSE: To establish policies relating to the repair, replacement and return of Departmental uniforms and equipment.

I. POLICY

- A. If an officer needs part of their uniform repaired or replaced, due to damage during the performance of their duties, they shall notify the Chief of Police or Lieutenant who shall either order a new item or authorize the repair of that item.
- B. Responsibility
 - 1. Issued equipment – In those instances where it is determined that the employee is responsible for the loss or damage to issued equipment that officer may be required to reimburse the Village of Medina for the replacement or repair of the item.
 - 2. Officers requiring replacement uniforms shall notify the Chief of Police who will approve the ordering of same in compliance with the current PBA contract.
 - 3. Personally owned items
 - a. Reimbursement for personal items shall be based upon it's current replacement value, however, age and condition of the item shall be taken into consideration in determining the fair reimbursement amount. The Department is not responsible for the replacement of personal items, however consideration will be taken on a case by case account.
 - 4. An employee requesting reimbursement for lost or damaged personal property shall submit his request on a department letterhead detailing the circumstances of the loss or damage including:

- a. Names of witnesses, suspects or other persons involved.
- b. CR#, if applicable.
- c. A receipt, if available, or an explanation of the determination of the value of the items.
- d. Charges placed against any suspect involved.

5. Court Ordered Reimbursement

- a. If the damage or loss is the result of an incident involving a suspect, the officer **will not** submit this in the Crime report, but in a special report on department letterhead to the D.A.
- b. The officer shall advise the D.A. of the damage or loss and request on department letterhead to which the D.A. will ask the Court to order reimbursement.

C. RETURN OF EQUIPMENT

1. It is the responsibility of an employee who leaves the Department to return all issued equipment and Village Property.
2. Property that is not returned shall be noted by the Chief of Police and the cost of this property may be deducted from the employees final paycheck.
3. During any interrupted periods of active service, such as a leave of absence, suspension, serious illness, etc., the Chief of Police may require that some or all of the issued equipment is surrendered.

By Order Of:

Chad Kenward
Chief of Police