

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 12-4-08	EFFECTIVE DATE 12-4-08	NO. 220-4
SUBJECT Policy Series 200: Employee Guidelines 220 - Department-Owned/Issued Uniforms and Equipment - Lost or Stolen		AMENDS	
REFERENCE	RESCINDS Policy 220-2		

I. INTRODUCTION

Members are responsible for all uniforms and equipment provided or issued to them by the department.

II. DEFINITION

- A. Department-Owned Equipment - All equipment provided to members by the department for the mutual benefit of the member and the department, e.g., police radios, computers, pagers, cellular phones, etc.
- B. Department-Issued Uniforms and Equipment - All uniform and equipment items issued to members by the department as required or needed for their assignment, e.g., badges, identification cards, building access card, flashlight, uniform shirts/trousers, etc.
- * C. Lost or Stolen Badges, Shields, Uniforms or Equipment – Members will report the loss/theft of department owned/issued or member purchased badges, shields, uniforms or equipment immediately.

III. POLICY

- A. Items lost or stolen with no negligence on the part of the member will be replaced at department expense.
- B. If the bureau commander determines the loss or theft was due to negligence, the item(s) will be replaced at the member's expense. The replacement cost will be the actual cost to the department at the time of replacement.
- C. When a lost or stolen item is recovered in satisfactory condition, the member will be reimbursed.
- D. Lost or stolen badges, shields, or identification cards will be replaced by the Personnel Records Section upon written approval from the member's supervisor.
 - 1. When a badge or shield of a numerical set is lost or stolen, both must be replaced. The set will be retired in all instances.

2. When a badge or shield is recovered in satisfactory condition, the member will be given the opportunity to be reissued the original badge and shield.
- * E. Members who want to purchase a duplicate badge or shield must submit a written request through their chain of command indicating the type of badge to be issued (i.e. Police Officer, Detective, Master Police Officer, Master Detective, Sergeant, Captain, Major, Deputy Chief or Chief) to the Benefits Unit Commander. Members may only request one duplicate badge or shield for the one currently issued to them.
- * 1. Upon approval by the Benefits Unit Commander, the request will be forwarded to the Purchasing Section. The Purchasing Section will notify the requesting member and the department approved badge vendor of the duplication badge or shield request. After notification, the member will respond to the badge vendor, order the duplicate badge, make payment and return to pick-up the badge upon completion.
- * 2. Members will not obtain duplicates of active or retired badges or shields from any source other than the Kansas City, Missouri Police Department's approved badge or shield vendor.
3. Requests to have retired badges reissued to another member shall be made in writing on Form 191 P.D., Interdepartment Communications, and submitted through the member's chain of command to Personnel Records Section, to determine availability, then for approval by the Chief of Police. Such requests will only be accepted once the member has successfully completed their probationary period.

IV. PROCEDURE

- A. When any item of department-owned/issued uniform or equipment is lost or stolen, the member will:
1. Immediately report the loss/theft of items which require deactivation, e.g., cellular phone, building access card, etc. to the issuing element for immediate deactivation.
 2. Immediately report the loss/theft to their supervisor on Form 191 P.D., Interdepartment Communication, relating all pertinent information and requesting replacement.
 3. Have completed a Form 189 P.D., Field Incident Report, if the item was stolen; or a Form 100 P.D., Report, or Form 107 P.D., Case File Only, if the item was lost.

- B. The member's supervisor will make a recommendation on the Form 191 P.D. as to whether negligence was involved and furnish a copy to the member.
- C. The member will report to the appropriate element with copies of the Form 191 P.D. and the loss/theft report to obtain replacement uniform/ equipment items:
 - 1. Police radio, pager, cellular phone, mobile data terminals, etc. - Communications Support Unit
 - 2. Notebook computers and associated computer accessories - PC Support
 - 3. Building access card - Building Operations Unit
 - 4. Uniform/Uniform equipment items - Supply Section (A Form 171 P.D., Uniform/Equipment Requisition, is also required.)
 - 5. Badges, shields, identification cards - Personnel Records Section
- D. If the item is replaced, element personnel will endorse the copy of the Form 191 P.D. noting those items which were replaced and return the copy to the member. The member will return the copy to the supervisor.
- E. The supervisor will forward the original Form 191 P.D., the endorsed copy of the Form 191 P.D., and a copy of the loss/theft report through the chain of command to the bureau commander.
- F. The bureau commander will make the final determination on negligence and forward the Form 191 P.D. as follows:
 - 1. Negligence – Original Form 191 P.D. to Accounting and Payroll Section which will notify the member to respond to pay replacement cost; copies to Personnel Records Section and involved member.
 - 2. No Negligence - Original Form 191 P.D. to Personnel Records Section; copies to Accounting and Payroll Section and involved member.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2008.

Terry J. Brady
President