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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Lost or Damaged Equipment

Distribution:	All Personnel			Policy Number:	ADM 0705
Responsible Unit:	Administrative Services Division			Rescinds:	
Original Issued Date:	03/09/22	Revision #:	1	Latest Revision Date:	04/15/25
Latest Required Review was Completed:		04/15/25		Next Review Due:	04/30/28

1. Purpose

To provide Harford County Sheriff's Office (HCSO) employees with guidance on proper procedures regarding lost or damaged Agency equipment.

2. Policy

The HCSO will hold employees accountable for the Agency property and equipment used by and/or issued to them. Employees are required to report lost or damaged Agency equipment in accordance with this policy without delay.

3. Procedures

A. General

1. Agency members are responsible for all equipment and/or property issued to them.
2. Agency members will not use Agency equipment and/or property in a careless or negligent manner.
3. Agency equipment and property includes but is not limited to:
 - a. Issued equipment;
 - b. Agency vehicles, including the equipment and/or property contained on or in such vehicles;
 - c. Agency facilities, including the equipment and/or property connected or contained therein; and
 - d. All other Agency equipment and/or property which comes into the possession of the Agency or its employees.

B. Notifications

1. Missing equipment (serialized) that would require National Crime Information Center (NCIC) entry, items (e.g., uniform pieces, identification card, badge, etc.) that require Maryland Coordination Analysis Center (MCAC) notification, as well as Agency keys, iPads, smart phones, and security access cards/devices must be reported immediately to a shift supervisor.
2. Damage to Agency vehicles, trailers, bicycles, or a vessel must be reported immediately to a shift supervisor.

3. For all items that do not require immediate notification, the members will notify their direct supervisor prior to the end of their tour of duty or within 24 hours, if off-duty.

C. Documentation

1. Damage to an Agency vehicle not attributed to a motor vehicle crash as listed in Section 5.D.1. of Policy ADM 0602 or a criminal act will be reported in accordance with this policy.
 - a. The incident will be documented in the Records Management System (RMS) Missing/Damaged equipment module when:
 - i. Damage is from a vehicle crash and there is no damage or injury to other people or their property;
 - ii. Damage to the HCSO vehicle (excluding windshields) caused by objects falling from or set in motion by an unidentified vehicle;
 - iii. Crashes with animals in the roadway when no injuries exist;
 - iv. There is a non-traffic motor vehicle crash which is not an intentional act; or
 - v. A deputy intentionally disables a suspect vehicle.
 - b. A Driver's/Witness Statement ([SO-020](#)) is not required for these incidents.
2. All other Agency equipment and/or property that is lost or damaged will be documented in the RMS Missing/Damaged equipment module. (This eliminates the use of the Missing/Damaged Equipment Tracking Report SO-137).
3. The shift supervisor or duty officer will complete the [Harford County Supervisor's Incident Report \(SIR\)](#) and email a copy to the "Dep-Property Damage" Distribution List prior to the end of the work shift.
4. If the lost equipment requires NCIC entry, or if the lost item is sensitive equipment, such as body armor, weapons, badge, identification card, Agency smart phone, or any other piece of equipment that would pose a security concern, the employee will also complete an Incident Report.
5. The Duty Officer is responsible for forwarding the Incident Report to Law Enforcement Records for entry into NCIC.
6. In the event the item is sensitive in nature or poses a security concern, the duty officer must also make notification to MCAC and the HCSO Criminal Intelligence Unit.
7. If the item is eventually located, a supplement to the original incident report will be completed to remove the item from NCIC.
8. If the item becomes lost or damaged in the course of another event (e.g., burglary, pursuit, etc.), and that incident will already be documented on an Incident Report, a separate report for the lost or damaged item is not required.

9. If the item is lost or damaged in another jurisdiction, and the other jurisdiction provides a complaint number for the incident, the employee will:
 - a. Add the other jurisdiction's complaint number to the CAD entry; and
 - b. If a report is required, include the other jurisdiction's complaint number in the narrative of the Incident Report.
10. If it is believed that the damage is a result of an intentional act committed by the employee, a suspect, or a suspect's vehicle against the County and an Incident Report will be completed, a criminal investigation and/or Office of Professional Standards (OPS) investigation may be conducted.
11. When tagged or serialized equipment has become unserviceable or not recovered, the Division Commander will complete the Harford County Asset Movement [form](#) and forward it to the HCSO Inventory Specialist.

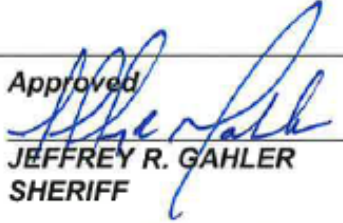
D. Administrative Review

1. If Agency equipment is damaged or missing through the employee's negligence, the incident may result in administrative and/or disciplinary action against the employee.

4. Summary of Changes

A. On 04/15/25 the following revisions were made to this policy:

1. The use of the Missing/Damaged Equipment Tracking Report (SO-137) was deleted, and all entries will now be made in the new Missing/Damaged equipment module of the RMS; and
2. Section 3.C.1. was added to include damage to vehicles when an Automated Crash Reporting System (ACRS) report was not warranted.

Approved

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SHERIFF
DATE 4.21.25