



Jeffrey R. Cahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Lost or Damaged Equipment

Distribution:	All Personnel	Index:	ADM 0705
Responsible Unit:	Administrative Services Division	Rescinds:	Former MAN5800
DLI Program:	N/A	MD Code:	N/A

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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 Harford County Sheriff's Office will hold members accountable for Agency property and equipment used by and/or issued to them. Members are required to report lost or damaged Agency equipment in accordance with this policy without delay.

3. Procedures

A. Equipment

1. Agency members are responsible for all equipment and/or property issued to them.
2. Agency members shall 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 Agency members.

B. Notifications

1. Missing equipment (serialized) that would require National Crime Information Center (NCIC) entry, items (uniform pieces, identification card, badge, etc.) that require Maryland Coordination Analysis Center (MCAC) notification as well as agency keys, iPads, and security access cards/devices must be reported immediately to the duty officer.

ADM 0705
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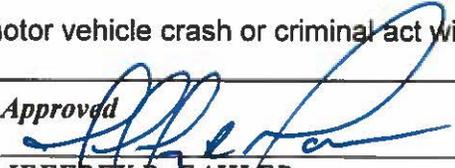
2. Damage to agency vehicles, trailers, bicycles or a vessel that is not reported by way of the Automated Crash Reporting System (ACRS) must be reported immediately to the duty officer.
3. Agency members will notify their supervisor immediately when items identified in (B)(1) above are found to be missing, lost or stolen and when damage is found to vehicles, trailers, bicycles or vessels under the conditions of (B)(2) above.
4. For all items that do not require immediate notification, the member shall notify their immediate supervisor prior to the end of their tour of duty or within twenty-four (24) hours, if off-duty.

C. Documentation

1. Agency members will complete an HCSO Incident Report (Form S0-001) documenting equipment that is lost, missing, or damaged.
2. A criminal investigation will be conducted when there is damage as a result of an intentional act committed by a suspect or suspect's vehicle against the County.
3. All missing, lost, or damaged agency property incidents shall have a Missing/Damaged Equipment Tracking Report (S0-137) completed.
4. If an agency member's equipment is reported missing and has a serial number assigned to it, the duty officer is responsible for forwarding the report to Central Records for entry into NCIC.
5. In the event of missing or stolen sensitive equipment, such as body armor, weapons, badge, identification card, or any other piece of equipment that would pose a security concern, the duty officer must make notification to MCAC and the HCSO Criminal Intelligence Unit.
6. When equipment has become unserviceable or not recovered, the Division Commander will complete the Harford County Declaration of Surplus form and forward through the HCSO Inventory Specialist to the Harford County Department of Procurement.

D. Administrative Review

1. If agency equipment is damaged or missing through the employee's negligence, the agency may replace the item at the employee's expense for the replacement cost of the equipment.
2. 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.
3. Damage to an Agency vehicle not attributed to a motor vehicle crash or criminal act will be reported in accordance with this policy.

<p>Approved </p> <hr/> <p>JEFFREY R. GAHLER SHERIFF DATE <u>9/20/16</u></p>
