

**Purpose**

It is the purpose of the Cecil County Sheriff's Office to have a uniform procedure associated with the reporting of lost or damaged agency owned equipment.

**Policy**

Cecil County Sheriff's Office equipment will be used and maintained in accordance with established Cecil County Sheriff's Office procedures and will not be abused, damaged, altered, or lost through negligence. Employees will not cause or contribute to the damage, abuse, alteration, or loss of any equipment, and may not convert to their own use or in any way misappropriate any equipment/property.

**Definitions**

**Cecil County Sheriff's Office Equipment**– will include all equipment or parts thereof owned and /or issued by the Cecil County Sheriff's Office, except that equipment which is generally accepted to be expendable.

**Loss**- will include the accidental loss and/or theft of Cecil County Sheriff's Office equipment or parts thereof.

**Damage**- will include any physical damage to Cecil County Sheriff's Office equipment or parts thereof. It will not include the need for replacement or repair of such equipment or parts thereof as result of normal wear or malfunction.

**Procedures**

The procedures and reports required will apply in all cases involving the loss/damage of Cecil County Sheriff's Office equipment, except in the case of damage to a Cecil County Sheriff's Office vehicle as a result of a vehicle accident which falls within the scope of established County procedures.

**I. Initial Notification**

In the event of any loss/damaged agency equipment that falls within the scope of this section, the employee assigned such equipment or the first employee having knowledge of such loss/damage will report same without delay to his immediate supervisor.

**A. Required Reports**

1. In all cases of loss/damaged agency equipment, a CCSO Form SO-072 (Equipment Loss/Damage Report) will be prepared by the employee making

the initial notification of the event or by another employee designed by the supervisor involved.

2. A Form SO-072 (Equipment Loss/Damage Report) is required for damage to vehicle glass in the following cases:
  - a. If the damage is caused by an accidental event not covered by County Departmental Accident procedures.
  - b. If the damage is reported on an Offense Report.
  - c. When Cecil County Sheriff's Office is seeking third party reimbursement.
3. If the event involves the theft of capital equipment, non-capital equipment that can be identified by a number or any other equipment of significance, appropriated field reporting procedures will be initiated. Equipment that can be identified by number will be entered into METERS.

#### **B. Supervisory Review**

1. Upon receipt of a Form SO-072 (Equipment Loss/Damage Report), the employee's immediate supervisor, or other appropriate supervisor, will initiate an investigation into the incident and report the facts and recommendation concerning the incident in the supervisory review section of the Form SO-072.

#### **C. Administrative Review and Distribution of Reports**

1. Upon completion of the supervisory review, the original Form SO-072 will be submitted through the Chain of Command for administrative review.
2. If it is determined that disciplinary action will be instituted as a result of the involved employee's actions in connection with the loss/damaged equipment, the original Form SO-072 will be retained and treated as a document relating to such disciplinary action and will be processed in accordance with Chapter 2, Code of Conduct.
3. Once the administrative review is complete one copy will be placed in the appropriate file related to the particular type of equipment loss/damaged and the employee's personnel file.