



City of Racine Police Department  
**Policy and Procedure**

**Number: 110**

<b>Subject:</b> <b>Reimbursement for Lost or Damaged Personally - owned Property</b>		
<b>Date Issued:</b> <b>4-1-78</b>	<b>Effective Date:</b> <b>05-12-12</b>	<b>Revision Number:</b> <b>5</b>

**POLICY:**

Department members/employees that have their personally owned equipment and clothing damaged while acting within the scope of their employment and as a result of the performance of their official duties shall have the right of prorated reimbursement under consistent and fair standards. Those members who elect to carry personally purchased equivalents of issued items (weapons, wooden batons, badges) will not receive reimbursement for them. Any Department issued equipment will be replaced at the City's expense assuming that there is no negligence on the part of the member.

This reimbursement can be initiated as the result of on or off duty police actions. Any fraudulent claims will be investigated and a substantiated claim shall result in disciplinary action against the member/employee involved.

The Police Department will not assume any liability for personally owned vehicles or lost or damaged personal property, such as expensive jewelry, watches, rings, etc. Also excluded is non-required equipment or clothing due to normal hazards of everyday exposure, carelessness or a non-required overt act.

**PROCEDURE:**  
**MEMBER/  
EMPLOYEE:**

- When a member/employee loses or sustains damage to equipment or clothing and requests reimbursement, the following steps shall be taken:
1. Report the loss or damage to a supervisor as soon as practical.
  2. Complete an Affidavit of Lost or Damaged Personal Property (PP83) and forward it to a supervisor.
  3. If damaged, provide the equipment or clothing item to the supervisor for his or her evaluation with receipts of purchase if possible.
  4. If the item is to be repaired, ensure that the repair is adequate to guarantee serviceability.
  5. Forward receipts to the Support Services Manager once the repair or replacement has been completed.
  6. In the event a claim is denied the member may appeal the decision to the Deputy Chief of Support Services.

**SUPERVISOR:**

1. Inspect the equipment or clothing to verify the damage.
2. Investigate to determine whether the damage to the property was caused through the normal course of the police function or through the negligence of the member. Reimbursement will not be approved if the property loss or damage was due to negligence by the member/employee.
3. Review the Affidavit of Lost or Damaged Personal Property for completeness and accuracy and complete the Supervisor's Section (Section #2).
4. Forward the Affidavit of Lost or Damaged Personal Property and the item, if the equipment or clothing is not repairable, to the Support Services Manager via COC.
5. If the equipment or clothing can be repaired, return it to the member/employee so that person may make the repair arrangements.

**SHIFT/UNIT  
COMMANDER:**

1. Review the Affidavit of Lost or Damaged Personal Property and complete the Shift/Unit Commander's Section (Section #3).

- a. If the claim is appropriate, forward the Affidavit of Lost or Damaged Personal Property and the item (if applicable) to the Support Services Manager.
  - b. If the claim is inappropriate, ensure that the member/employee is advised, and make appropriate notations on the Affidavit, filing it at the Shift/Unit level.
2. When the Affidavit of Lost or Damaged Personal Property is returned by the Support Services Manager, notify the member/employee of the denial or approval of the claim by the Support Services Manager.

**SUPPORT SERVICES MANAGER:**

1. Review the Affidavit of Lost or Damaged Personal Property and examine the submitted item (if applicable).
2. Determine reimbursement after taking the following criteria into consideration and complete Section #4 of the Affidavit of Lost or Damaged Personal Property:
  - a. Issued equipment (weapons, wooden nightstick, badges, etc.) will be replaced without cost to the member/employee.
  - b. All reimbursements will be scheduled based on the Depreciation Scale (DS) and in some cases, is subject to limitations.
  - c. Eyeglasses, contact lenses and sunglasses (prescription only) shall be reimbursed at the original purchase cost.
  - d. Clothing (uniforms and plainclothes), minus any customized features not required by the Uniform policies (1301/1302) will be covered; however no single claim for clothing reimbursement shall exceed \$400. The Support Services Manager is authorized to exceed this limit in a situation when a catastrophic event causes substantial loss.
  - e. Miscellaneous items (squad cases, watches, etc.) will be reimbursed for a maximum of \$100.
  - f. Leather gear, helmets, or other equipment required by policy, will be reimbursed per the DS.
3. Upon making the decision whether to reimburse or not, notify the Shift/Unit Commander of the decision and then:
  - a. Return a copy of the completed Affidavit of Lost or Damaged Personal Property back to the Shift/Unit Commander.
  - b. If the claim is approved, take the appropriate steps to ensure the claim for replacement or reimbursement takes place promptly.
    - 1) Dispose of the item that has been replaced or reimbursed for.
    - 2) Maintain a record and file the original:
      - a) Affidavit of Lost or Damaged Property.
      - b) Any receipts for the repairs or replacement.
  - c. If the claim is denied, return the completed Affidavit of Lost or Damaged Personal Property (as well as the item itself) to the Shift/Unit Commander of the member/employee.

**DEPUTY CHIEF OF SUPPORT SERVICES:**

1. Review any appeal of a denied claim for reimbursement by a member and determine if the claim should be paid.
2. Forward the decision to both the Support Services Manager and the affected member.

**RELATED POLICIES:** [1301 – Standard Police Uniform Specifications](#)  
[1302 – Plainclothes Dress Specifications](#)  
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**Depreciation Scale:**

The following chart shall be used to determine the prorated value for reimbursements and replacements of equipment and clothing lost or damaged in on or off duty police actions. The base figure to use would be the actual cost of the item at the time of the original purchase.

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	6 <sup>th</sup> Year	7 <sup>th</sup> Year
Ammunition Holder	Full	90%	70%	50%	35%	20%	10%
Baton – Collapsible	Full	90%	70%	50%	35%	20%	10%
Belt – Sam Brown	Full	90%	70%	50%	35%	20%	10%
Belt – trousers	Full	2/3	1/3				
Boots – rubbers	Full	2/3	1/3				
Cap – garrison	Full	2/3	1/3				
Cap – mouton	Full	2/3	1/3				
Flashlight	Full	80%	60%	40%	20%	00%	00%
Gloves	Full	2/3	1/3				
Handcuffs	No depreciation for the duration of employment						
Handcuff case	Full	90%	70%	50%	35%	20%	10%
Helmet	Reductions in 10% increments for 10 years.						
Holster	Full	90%	70%	50%	35%	20%	10%
Jacket – leather	Full	80%	60%	40%	20%	00%	00%
Jacket – heavyweight	Full	80%	60%	40%	20%	00%	00%
Jacket – lightweight	Full	2/3	1/3				
Necktie	Full	2/3	1/3				
Raincoat	Full	2/3	1/3				
Scarf	Full	2/3	1/3				
Shirt	Full	2/3	1/3				
Shoes	Full	2/3	1/3				
Socks	Full	2/3	1/3				
Sweater	Full	2/3	1/3				
Tie Clasp	Full	2/3	1/3				
Trousers	Full	2/3	1/3				
Whistle	Full	2/3	1/3				