

 <b>NORFOLK</b> Department of Police	<b>Administrative General Order - 520: City Owned Property</b>		
	Office of Preparation: Strategic Management Division (mar)		
	<b>CALEA:</b>	17.5.3	
	<b>VLEPSC:</b>	None	
LEGAL REVIEW DATE:	January 28, 2015	PRESCRIBED DATE:	2/5/15
City Attorney:	<i>Wesley King</i>	City Manager/Director of Public Safety:	<i>W. Anderson</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose

The purpose of this order is to provide procedures for maintenance of city-owned property/equipment and for reporting and replacing damaged, destroyed, stolen or lost city and personal property/equipment.

Policy (CALEA 17.5.3)

All city-owned property/equipment, either stored or issued, is to be maintained in a state of operational readiness, according to the requirements set forth in the Police Officer's Manual, Article Two, Section 17, Use of Departmental Equipment. Employees must promptly report all instances of loss, damage, destruction, fraud or misappropriation of city money, property/equipment or other items of value, as specified in this directive. Damage to motor vehicles, whether accidental or intentional, is reportable under separate directives and is exempt from the provisions of this order.

Supersedes:

1. G.O. ADM-520, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Maintenance of City Property/Equipment
- II. Reporting Procedures – City Property/Equipment
- III. Reporting Procedures – Personal Property/Equipment
- IV. City Auditor Reporting Procedures
- V. City Garage Access Cards and Decals
- VI. City Automated Vehicle Fueling Cards

I. Maintenance of City Property/Equipment

- A. Division commanders shall designate a property/equipment control officer who shall have the responsibility of ensuring that all city property/equipment stored or maintained by that command is kept in a state of operational readiness.
- B. All property/equipment shall be inspected on a semi-annual basis to ensure it is in proper working order.
- C. Property/equipment discovered to be damaged, destroyed or lost shall be reported in accordance with procedures outlined in this order.
- D. Commands shall maintain records of the dates and results of these inspections in accordance with established procedure.

II. Reporting Procedures — City Property/Equipment

Damage, destruction, theft or loss of city property/equipment must be reported promptly on PD 559, Police Equipment Incident Report, Attachment A. If the value is \$50.00 or greater, or if circumstances indicate theft, a City of Norfolk Missing, Lost or Stolen Property Report, Attachment B, must be completed (See Section IV. C).

- A. An original plus two copies of PD 559 shall be prepared and distributed as follows:
  - 1. The original forwarded to Property and Evidence Unit via the chain of command.
  - 2. The first copy retained in originating command.
  - 3. The second copy, signed by the Commanding Officer (CO), delivered to the Property and Evidence Unit if immediate replacement of equipment is required.
- B. Complete an incident report. The exception is lost property/equipment. Only a lost firearm requires an incident report.
- C. Any known person who unlawfully damages or destroys city property/equipment may be charged under City Ordinance 29-36: Injuring, etc., any property, monument, etc. Officers will photograph damage and obtain repair/replacement cost for court proceedings.
- D. Any known person who unlawfully steals city property/equipment shall be charged with the appropriate state larceny code.
- E. The City Attorney's Office shall be notified in writing, via the chain of command,

of the details of any incidents and the disposition of charges listed above, including a copy of summons or other paperwork.

III. Reporting Procedures — Personal Property/Equipment

When any damage, destruction or loss of personal property/equipment is sustained in the line of duty and the employee seeks restitution, reimbursement, or repair from the city, the affected employee shall proceed as follows:

A. When damage or destruction is the result of an altercation (e.g., while making an arrest):

1. The appropriate incident report shall be completed.
2. Charge responsible person(s) with violation of City Ordinance 29-36.
3. The affected employee shall attempt to obtain compensation from the responsible party, either directly or through court action.
4. If the affected employee is unable to recover damages from the responsible party as prescribed in Section III. A. 3 (above), he or she may follow the procedure outlined in Section III. B (below).

B. When damage or destruction to personal property/equipment is not attributed to interaction with another person, or unable to recover damages per requirements of Section III. A. 4:

1. The affected employee shall submit a written report to the CO or officer-in-charge (OIC) detailing:
  - a. The incident during which the property/equipment was damaged, destroyed, or lost.
  - b. The initial cost, date of purchase and current estimated value of the item (prior to being damaged or destroyed).
  - c. When applicable, include details of charges against responsible person(s) and efforts to obtain compensation that met with negative results.
2. The CO or OIC shall forward all reports to the chairperson of the Accident Review Board. The Accident Review Board shall review and determine all requests for reimbursement for damaged, destroyed, or lost personal property/equipment.
3. The Accident Review Board may recommend total, partial, or no reimbursement, or may forward the request to Risk Management for action.

4. No reimbursement shall be made for any property/equipment in excess of the maximum amounts identified in the Reimbursement, Replacement and Repair Schedule, Attachment C.
5. No reimbursement shall be made in excess of the aggregate sum allocated expressly for that purpose in the departmental budget.

#### IV. City Auditor Reporting Procedures

- A. Losses to be reported to the City Auditor require a City of Norfolk Missing, Lost or Stolen Property Report, which should be filled out according to the instructions in Section IV. C, below. The report shall be forwarded to the office of the Chief of Police through the chain of command, who forwards the report to the City Auditor.
- B. The kinds of losses which must be reported to the City Auditor are:
  1. All shortages (no dollar limitation) of cash receipts, petty cash funds, and change funds (see also Section IV. D).
  2. All items on the Fixed Asset Inventory. The fixed asset identification number shall be included with the description as required by the property control office. Serial numbers shall be included for items so numbered.
  3. Any property/equipment loss situation in which the circumstances clearly indicate theft.
  4. Violations of city policy which have resulted in an employee's improper gain, e.g., the failure to record annual or sick leave taken; the use of city funds such as the petty cash or daily receipts to purchase personal items; charging personal long distance phone calls to a city telephone, etc.
  5. Any damage, destruction or loss of city property/equipment, including uniforms, valued at \$50.00 or more, excluding acts of nature and accidents as noted in Section IV. D. 2.
- C. Instructions for completing the Missing, Lost or Stolen Property Report:
  1. A separate Missing, Lost or Stolen Property Report is required for each occurrence of loss or other type of incident.
  2. The CO submitting the report is responsible for giving a complete and accurate description of the incident and the article(s) missing as soon as the facts are known.
  3. The CO submitting the report shall recommend whatever corrective, disciplinary or administrative action is needed to immediately prevent similar recurring losses.

4. If an incident report has been filed, the incident report number shall be noted on the Missing, Lost or Stolen Property Report.
5. The Chief of Police shall determine whether a police investigation is required.
6. After the Chief of Police reviews the report, copies of the Missing, Lost or Stolen Property Report shall be distributed as specified on the report form.

D. The types of losses which need not be reported to the City Auditor are:

1. Supplies and materials valued under \$50.00. Supplies and materials are those items (except munitions) which are consumed or altered when used, e.g., forms, office stationery, pencils, cleaning rags and uniforms as well as work tools and supplies used in the normal course of the day's activities such as sockets, hammers, etc. Loss of a \$50.00 socket is not reportable, but the loss of a toolbox filled with non-reportable tools worth an aggregate of \$50.00 or more is reportable. In these cases, the report should list the individual items and their cumulative value.
2. Items damaged by acts of nature or accidents.
3. Personal property/equipment damaged, destroyed or lost during any line of duty action.

E. Reimbursement of Cash or Change Funds

1. To obtain reimbursement for petty cash and change fund shortages, a completed copy of Missing, Lost, or Stolen Property Report with all pertinent supporting documentation attached should be submitted to the Office of Fiscal Management.
2. The Office of Fiscal Management shall prepare a Budget Transfer Request for the amount of the shortage and a Direct Claim Voucher (DCV). The account numbers shall be left blank on both forms; the city Budget Office shall enter that information.
3. The Office of Fiscal Management shall forward the Missing, Lost or Stolen Property Report, Budget Transfer Request and DCV to the city Budget Office as one package.

V. City Garage Access Cards and Decals

The procedure for replacing lost or stolen city garage access cards (parking passes) or decals is as follows:

- A. Garage access cards (parking passes) or decals for personally owned vehicles:

1. There is a replacement charge of \$5.00 for garage access cards and \$5.00 for parking decals, payable by cash or check.
  2. Complete the Division of Parking Form, Replacement Request Form, Attachment D, and forward, together with the replacement fee, to the Personnel Division via inter-office mail. A receipt shall be returned along with the replacement garage access card or decal.
- B. Garage access cards (parking passes) or decals for city owned vehicles:

The command which issued the garage access card or decal, or the employee having custody of the garage access card or decal when lost, is responsible for replacement in the manner described in Section V. A. The employee securing the replacement parking pass or decal shall be reimbursed for the cost from petty cash.

#### VI. City Automated Vehicle Fueling Cards

- A. Acquiring new fueling cards or replacing damaged or inoperable fueling cards is subject to the replacement procedures outlined in Acquiring and Replacing Employee Fueling Pin Numbers and Vehicle Fueling Cards, Attachment E.
- B. Lost or stolen vehicle automated fueling cards are subject to the reporting procedures required in Section II of this directive and also to the replacement procedures outlined in Acquiring and Replacing Employee Fueling Pin Numbers and Vehicle Fueling Cards, Attachment E.

#### Related Documents:

1. G.O. ADM-320: Dress and Personal Appearance
2. G.O. ADM-410: Property and Evidence
3. G.O. ADM-530: Vehicle Maintenance
4. G.O. OPR 210: Transporting Prisoners
5. G.O. OPR-310: Accident Investigation
6. G.O. OPR-415: Incident Based Reporting (IBR)
7. Police Officer's Manual: Article II, Section 17

#### Attachments:

- A. PD 559, Police Equipment Incident Report
- B. City of Norfolk, Missing, Lost or Stolen Property Report
- C. Reimbursement, Replacement and Repair Schedule
- D. Division of Parking, Replacement Request Form
- E. Acquiring and Replacing Employee Fueling Pin Numbers and Vehicle Fueling Cards

PD 559

NORFOLK POLICE DEPARTMENT  
POLICE PROPERTY/EQUIPMENT INCIDENT REPORT

Instructions: This form will be completed and submitted via chain of command as soon as practical.  
Original forwarded to Property and Evidence Unit.

Copy one to be maintained by submitting employee's command.

Copy two to be forwarded by commanding officer, with approval, to Property and Evidence Unit if immediate property/equipment replacement is necessary.

Date: \_\_\_\_\_ Time: \_\_\_\_\_, the following City/department property/equipment was:

Lost  Damaged  Destroyed or  Stolen (include serial # if known) :

\_\_\_\_\_

Circumstances of Incident:

\_\_\_\_\_

Item entered in NCIC:  Yes  No  Unknown IBR Report Number

Name: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

To: Chief of Police

Date: \_\_\_\_\_

From: Commanding Officer \_\_\_\_\_

Subject: First Endorsement

- After a thorough investigation of the above report, I find that this property/equipment  WAS /  WAS NOT
- Lost  Damaged,  Destroyed,  Stolen as described above, and recommend that the employee be  HELD /
- NOT HELD responsible for the property/equipment.
- Investigation not complete, but I recommend immediate issuance of replacement property/equipment.

\_\_\_\_\_  
Commanding Officer

To: Property and Evidence Unit

Date: \_\_\_\_\_

From: Chief of Police

Subject: Second Endorsement

The reporting employee  is  is not responsible. Replace property/equipment, complete additional reports, and/or adjust personnel records as appropriate.

\_\_\_\_\_  
Chief of Police

RECEIPT: Date: \_\_\_\_\_ The following property/equipment was issued to me by the

Property and Evidence Unit, or  \_\_\_\_\_ Unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Receiving Property/Equipment

\_\_\_\_\_  
Property Clerk/Issuing Officer





## Reimbursement, Replacement, and Repair Schedule

ITEM	MAXIMUM
Watch	\$60
Jewelry, Ring	\$60
Eyeglasses (Rx)	\$120
Hat	\$24
Shirt	\$24
Tie	\$12
Trousers	\$60
Jacket (Sportcoat)	\$120
Coat (Topcoat, Overcoat)	\$180
Footwear	\$60
Briefcase	\$48
Clipboard	\$6

Employees will not be reimbursed for damage, destruction or loss of personally owned weapons.

The Accident Review Board may consider personal items not mentioned above for replacement, repair, or reimbursement based on the merits of the information submitted.



NORFOLK  
Division of Parking

## REPLACEMENT REQUEST FORM

Date \_\_\_\_\_

Parking Facility \_\_\_\_\_ Monthly Acct No. \_\_\_\_\_

Name of Account \_\_\_\_\_

Customer Signature \_\_\_\_\_

**Reason for Replacement:**

Lost Parking Pass \_\_\_\_\_ Lost Decal \_\_\_\_\_

Damaged Parking Pass \_\_\_\_\_ Damaged Decal \_\_\_\_\_

Stolen Parking Pass \_\_\_\_\_ Stolen Decal \_\_\_\_\_

**Replacement Fee Assessed:** *(Fee is non-refundable.)*

\$5.00 Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_

Original Pass No. \_\_\_\_\_ New Pass No. \_\_\_\_\_  
*(office use only)*

Original Decal No. \_\_\_\_\_ New Decal No. \_\_\_\_\_  
*(office use only)*

Customer Service Center\* 222 E Main St, Norfolk, VA 23510  
757-664-6222, phone\* 757-664-6244, fax \* [monthlyparking@norfolk.gov](mailto:monthlyparking@norfolk.gov)

## **Acquiring and Replacing Employee Fueling Pin Numbers and Vehicle Fueling Cards**

Personnel will use the following procedures when requesting employee fueling PIN numbers for new employees, replacement vehicle cards or deactivation of employee PIN numbers assigned to personnel ending employment with the city.

- I. Employee Automated Fueling PIN Numbers for New Employees
  - A. The employee's command will send a request to the NPD Fleet Manager via email. This request must include the new employee's name.
  - B. The NPD Fleet Manager will issue the personal identification number (PIN) to the employee.
  - C. Commands will have the employee sign the Automated Fuel Card Policy Form (attached) and will forward signed forms to the Personnel Division for filing.
- II. Replacing Lost, Stolen, Damaged or Inoperable Vehicle Fueling Cards
  - A. For lost, stolen, damaged or inoperable vehicle cards, the procedures outlined in this general order will be followed.
  - B. Commands will immediately notify the NPD Fleet Manager by email. The email will include the vehicle number, so the card may be deactivated and a replacement issued.
  - C. The requesting command will be notified when the card is available and will have the card delivered by the NPD Fleet Manager.
- III. Notifying the NPD Fleet Manager of Terminated Personnel

The Personnel Division will notify the NPD Fleet Manager of the names and dates of termination from employment of personnel so any PIN numbers may be deactivated.



# City of Norfolk

## Automated Fuel Card Policy

Each employee who requires access to City's fueling services will receive an employee fuel card and Personal Identification Number (PIN). This employee fuel card and PIN are assigned to individual employees who are responsible for the utilization of these cards.

- Any sharing or disclosure of PIN numbers or access to employee and fueling type card(s) by an employee to another individual is a breach of security and a violation of the Computer Data Security Policy. This applies to the employee or individual who shares, discloses, or gives access to the PIN or the one who uses/or attempts to use it.
- Any creation, destruction, deletion or alteration of fueling services data is a breach of security and a violation of the Computer Data Security Policy.
- Any use of the City's fueling services for non-city activities is a breach of security and a violation of this policy.
- All employees will be held personally accountable for any and all activities logged into the automated fuel system under their employee fuel card and PIN. Employees also have indirect responsibility for the ongoing integrity of the automated fuel system provided. Each employee shall fully support this security policy by encouraging compliance by fellow employees, reporting violations, and pointing out shortcomings that need to be addressed.
- Any employee who commits a breach of security or violates this policy will be subject to disciplinary action, up to and including termination, as well as appropriate legal action.

By my signature I acknowledge that I have read and understand the above policy, as well as the City of Norfolk Fuel Program Policy & Procedure. I understand that I am obligated to comply with this policy when using the City's fueling services.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_