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**CRAIG POLICE DEPARTMENT  
Office of Chief of Police  
General Order**

**Date Issued:** July 25, 1997

**Revision Date:** April 1, 2009

**Subject:** Department Equipment: Inventory,      **Reference:**  
Damaged, Lost or Stolen

**TO:** ALL EMPLOYEES

**I. POLICY:**

All Department equipment covered by the City's capital inventory rules will be tagged with an inventory number.

Department vehicles and equipment are entrusted by the city to the care of the employees utilizing them. Negligent use and/or the loss of vehicles and equipment lead to reduced effectiveness in providing service to the public. Employees will be held accountable for careless and negligent use of department property. The destruction or loss of department property will be investigated with the goal of determining cause and preventing future losses.

**II. PROCEDURE**

Whenever property belonging to the Department is damaged, lost or stolen, a report must be completed documenting the facts of the incident. This does not include incidents of motor vehicle accidents, which will be documented on the standard accident report form.

The report is to be filled out by the employee having the damaged, lost or stolen equipment in his charge at the time the incident occurred. Once completed, the report is to be submitted to the employee's supervisor. The supervisor will review the report along with other reports completed as may be required to determine if negligence on the part of the employee was a factor causing the Department property to be damaged, lost or stolen. Within seven (7) days of the incident, all appropriate reports will be forwarded to the Chief of Police who will make a final disposition and notify employee and supervisor of the finding.

**Approved by:**



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**Walter K. Vanatta  
Chief of Police**