



**California Exposition and State Fair Police Department**

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**DEPARTMENTAL GENERAL ORDER**

**ORDER № 400.600**

Feb. 2019 (Revised)

12/02/02 (New)

**LOSS OR DAMAGE OF DEPARTMENT ISSUED SAFETY EQUIPMENT**

**400.601 PURPOSE**

- A. The purpose of this General Order is to describe procedures when Department issued equipment is lost, stolen, or damaged.

**400.602 POLICY**

- A. It shall be the policy of the California Exposition and State Fair Police Department that all safety equipment issued to an officer and subsequently lost, stolen, or damaged, shall be reported and replaced in compliance with this Order.

**400.603 DEPARTMENT ISSUED SAFETY EQUIPMENT DEFINED**

A. Safety Equipment

1. Department-issued safety equipment, shall include, but not be limited to, the following: badge, nameplate, service firearm, duty-belt, handcuffs, handcuff case, holster, ammunition holder, key strap, keeper straps, impact weapon, oleoresin capsicum (pepper spray), pepper spray holder, and flashlight.
2. The above described items do not include similar item(s) that are the officer's personal property and not issued by this Department.
3. All safety equipment provided by the police department shall remain the property of the police department.

**400.604 NOTIFICATION OF LOST, STOLEN, OR DESTROYED DEPARTMENT ISSUED SAFETY EQUIPMENT**

A. Required Reporting

1. Whenever Department issued safety equipment is lost, stolen, or damaged, the employee who was issued the equipment shall immediately submit a memorandum, with a copy of the crime report (if appropriate) to the Administrative Sergeant. The memorandum shall describe the equipment and the circumstances of the loss, theft, or damage. The Administrative Sergeant

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

California Exposition and State Fair Police Department  
Department General Order № 400.600 Loss or Damaged Department Issued Safety Equipment

shall make a recommendation regarding the replacement of the lost, stolen or damaged equipment to the Chief of Police. If the Chief of Police approves the replacement or repair request, the decision shall be noted on the report and returned to the Administrative Sergeant for the appropriate replacement/repair.

**404.605 REPLACEMENT OF DEPARTMENTAL ISSUED SAFETY EQUIPMENT**

- A. The Administrative Sergeant shall issue replacement badges, and all safety equipment items.
- B. If the safety equipment is determined to have been lost, stolen or damaged through no fault of the employee, and he/she has gained the appropriate approval, the department shall replace/repair the article at department expense.
- C. If the safety equipment is determined to have been lost, stolen or damaged through fault of the employee, the employee shall be required to reimburse the department or make arrangements to replace the missing article. All determinations regarding carelessness or negligence shall be made by the Chief of Police.
- D. All lost, stolen or damaged safety equipment shall be replaced within a reasonable time period.

**404.606 NOTIFICATION AND DISPOSITION OF RECOVERED SAFETY EQUIPMENT**

- A. Whenever Department issued safety equipment is recovered, after having been reported missing, the employee recovering the equipment shall immediately submit a memorandum to the Administrative Sergeant describing the equipment and circumstances surrounding recovery along with the recovered equipment.
- B. If the employee is directed to replace Department issued safety equipment, it shall be through the Department at current replacement value. If the missing equipment is subsequently recovered, in serviceable condition, the employee shall return the re-issued article to the Administrative Sergeant. The employee will then be reimbursed for the equipment at the same amount paid.