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DEPARTMENTAL  
GENERAL  
ORDER

C-2

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Index as:

Damage Claim, Uniform and  
Equipment  
Uniform and Equipment Damage Claim

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## UNIFORM AND EQUIPMENT DAMAGE CLAIM

The purpose of this order is to state eligibility requirements for submitting claims for damage to required uniform and equipment items and to set forth the procedures for processing such claims.

### I. ELIGIBILITY FOR REIMBURSEMENT FOR DAMAGE

- A. If a required item of uniform or equipment is damaged in the performance of duty, the member or employee may file a claim for repairs. Required items are listed in Departmental General Orders C-1, UNIFORMS and C-4, SAFETY EQUIPMENT. Members and employees shall pay for repairs to items which are damaged as a result of their own carelessness.
- B. The phrase "damaged in the performance of duty" refers to damage which results directly from a specific Departmental duty, for example: damage caused by an arrested person who tears the arresting officer's shirt; damage caused by an officer's tearing his/her trousers on a fence while pursuing a prowler. The phrase does not refer to damage which occurs during a member's routine tour of duty when he/she is not directly engaged in a specific Departmental duty, for example: damage which is caused when an officer snags his/her clothing on a car door; damage which occurs when an officer falls, trips or slips.
- C. For the purpose of this order, civilian clothing worn by members during their tour of duty comes within the definition of a uniform.
- D. Claimants shall submit damaged articles to their supervisor, who shall forward the items to the bureau office to be retained until the claim is settled. The articles will not be returned except to be repaired.

- E. Reimbursement shall not be made for damage to or loss of unauthorized, non-regulation, or customized equipment.

## **II. REIMBURSEMENT FROM PERSON RESPONSIBLE FOR DAMAGE**

- A. The claimant shall make every reasonable effort to obtain payment from the person who is responsible for damaging his/her uniform or equipment.
- B. If the person responsible is arrested, the arresting officer shall explain the circumstances, which led to the damage in the narrative portion of the arrest report.
  - 1. The claimant shall request or retain an extra copy of any report regarding the incident and submit it with his/her claim for reimbursement from the City.
  - 2. If the claimant is subpoenaed to testify at the trial of the arrested person, he/she shall be prepared to state how the damage occurred, the extent of the damage, and the cost of repairing it.
- C. The claimant shall not be allowed to retain reimbursement from both the City and the person responsible for the damage. Therefore, the claimant shall turn in at the Police Accounting Section any money he/she receives from the person responsible.

## **III. CLAIM PROCEDURES**

- A. Claimant's Responsibilities
  - 1. Within five days of the time the damage occurs, the claimant shall:
    - a) Obtain repair estimate(s) or statement that the damage is irreparable.
    - b) Complete three copies of the Uniform and Equipment Damage Claim form (TF-711).
    - c) Submit the estimates, the claim form, and the damaged item to his/her supervisor.

2. One copy of the appropriate police report, if any, shall be attached to the claim form. If no arrest was made in the incident in which the uniform or equipment was damaged, the claimant shall state this fact in the body of the claim form.
3. The claimant shall complete the Uniform and Equipment Damage Claim form as follows:
  - a) The narrative shall contain a statement as to what the claimant was doing when the damage occurred.
  - b) In the “witness” box, the claimant shall write the name of the supervisor to whom he/she submits the claim, as well as the names of any actual witnesses to the incident.
  - c) The amount of the claim shall either be based on the original value of the item, its age or depreciated value, and the frequency with which it is used or if the depreciated value of the item is greater than any of the estimates, the total amount claimed shall be the amount of the lowest estimate.
  - d) Depreciation of frequently damaged items shall be determined by the following schedule:

<u>Item</u>	<u>Life Expectancy</u>
Shirt and trousers	2 years
Hat, uniform jacket, utility jacket	5 years
Leather equipment	10 years
Shoes and motorcycle boots	2 years
Service revolver, handcuffs, baton	25 years

- e) The claimant shall state in the narrative the basis for the total amount claimed. Example:

Claim for three-month-old damaged trousers originally costing \$100:

Original Cost	\$100
Life expectancy - 2 years	
Depreciation/month	\$ 4
Life of item - 3 months	

Total Depreciated Value	\$ 88
Amount of Lowest Estimate	\$ 86
Total Amount Claimed	\$ 86

4. When the claimant submits the claim form and the damaged item(s) to his/her supervisor, he/she shall request a conference with the division commander to review the claim. If necessary the claimant shall revise and resubmit the claim following the conference.
5. After the claim has been forwarded through channels to the appropriate bureau Deputy Chief, the claimant shall make any revisions to the claim which may be required by the Deputy Chief or Chief of Police.

B. Commanders' Responsibilities

1. After the claimant submits his/her claim, repair estimates, supporting documents, and the damaged item(s), the division commander, in conference with the claimant, shall review the circumstances under which the uniform or equipment was damaged. If the damage is not duty-related, the commander shall reject the claim. The commander's ruling shall be final.
2. If the damage is duty-related, the division commander shall review the total amount claimed. If the amount is excessive, the commander shall require the claimant to revise and resubmit the claim.
3. If the division commander is completely satisfied that the damage is duty-related and the amount claimed is appropriate, he/she shall sign the claim form and forward it to the Deputy Chief of his/her Bureau. Signatures of supervisors and unit commanders shall designate their complete approval of both the nature and the amount of the claim.

C. Responsibilities of the bureau Deputy Chiefs:

1. When the Deputy Chief approves or disapproves the claim, copies of the form shall be forwarded as follows:

- a) If the Deputy Chief approves the claim, all copies of the form shall be forwarded to the Accounting Section for processing. The claimant shall be notified.
  - b) If the Deputy Chief disapproves the entire claim, an explanation of the reason for disapproval shall be written on the form, one copy of which shall be returned through channels to the claimant.
  - c) If the Deputy Chief disapproves a part of the claim, all copies of the form shall be returned to the claimant's division commander with a statement of the revisions, which are required.
2. When a claim is in excess of \$500, or when the Deputy Chief feels that the nature of the claim warrants, such claim shall be forwarded to the Chief of Police for final approval or denial.

D. Responsibilities of Accounting Section

1. When the Accounting Section receives a claim which has been approved by a Deputy Chief, Section personnel shall:
  - a) Complete the bottom part of the form, retain the copy, and send the original to the City Accounting Department.
  - b) Notify the claimant when the City Accounting Department issues the reimbursement check.
2. Whenever a claimant receives compensation from the person who is responsible for the damage, the Accounting Section shall collect the payment from the claimant, issue him/her a receipt, and forward the money to the City Treasury.

By order of

Richard L. Word  
Chief of Police