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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Lost or Damaged Equipment

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>ADM 0705</b>
<b>Responsible Unit:</b>	<b>Planning and Research Division</b>	<b>Rescinds:</b>	<i>ADM 0705 (dated 07/04/20)</i>
<b>DLI Program:</b>	<b>N/A</b>	<b>MD Code:</b>	<b>N/A</b>

<b>Issued:</b>	<b>03/29/22</b>	<b>Reviewed:</b>	<b>03/22/22</b>	<b>Next Review:</b>	<b>03/22/25</b>
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### 1. Purpose

To provide Harford County Sheriff's Office (HCSO) employees with guidance on proper procedures regarding lost or damaged Agency equipment.

### 2. Policy

The HCSO will hold members accountable for Agency property and equipment used by and/or issued to them. Members are required to report lost or damaged Agency equipment in accordance with this policy without delay.

### 3. Procedures

#### A. General

1. Agency members are responsible for all equipment and/or property issued to them.
2. Agency members will not use agency equipment and/or property in a careless or negligent manner.
3. Agency equipment and property includes but is not limited to:
  - a. Issued equipment;
  - b. Agency vehicles, including the equipment and/or property contained on or in such vehicles;
  - c. Agency facilities, including the equipment and/or property connected or contained therein; and
  - d. All other agency equipment and/or property which comes into the possession of the Agency or its members.

#### B. Notifications

1. Missing equipment (serialized) that would require National Crime Information Center (NCIC) entry, items (e.g., uniform pieces, identification card, badge, etc.) that require Maryland Coordination Analysis Center (MCAC) notification, as well as Agency keys, iPads, smart phones, and security access cards/devices must be reported immediately to a shift supervisor.

2. Damage to Agency vehicles, trailers, bicycles, or a vessel must be reported immediately to a shift supervisor.
3. For all items that do not require immediate notification, the member will notify their direct supervisor prior to the end of their tour of duty or within 24 hours, if off-duty.

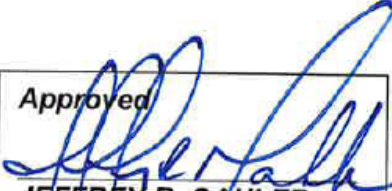
C. Documentation

1. Agency members will adhere to the following procedures when documenting equipment that is lost or damaged:
  - a. Generate an incident number with Department of Emergency Services (DES);
  - b. Complete an Employee's Report of Incident ([SO-016](#));
  - c. If the damage is a result of the employee's action, complete a Missing/Damaged Equipment Tracking Report ([SO-137](#)) utilizing the incident report number provided;
  - d. Clear the incident with a "Code 14" (Police Information Only) in CAD; and
  - e. Complete a Supervisor's Incident Report ([SIR](#)) and forward same through email to proper channels.
2. If the lost equipment requires NCIC entry, or if the lost item is sensitive equipment, such as body armor, weapons, badge, identification card, Agency smart phone, or any other piece of equipment that would pose a security concern, complete an Incident Report, in addition to the Missing/Damaged Equipment Tracking Report ([SO-137](#)), Employee's Report of Incident ([SO-016](#)), and [SIR](#).
3. The duty officer is responsible for forwarding the Incident Report to Law Enforcement Records for entry into NCIC.
4. In the event the item is sensitive in nature or poses a security concern, the duty officer must also make notification to MCAC and the HCSO Criminal Intelligence Unit.
5. If the item is eventually located, a supplement to the original incident report will be completed to remove the item from NCIC.
6. If the item becomes lost or damaged in the course of another event (e.g., burglary, pursuit, etc.), and that incident will already be documented on an Incident Report, a separate report for the lost or damaged item is not required.
  - a. The circumstances of the loss or damage can be detailed in the narrative of the report for the incident.
  - b. The Missing/Damaged Equipment Tracking Report ([SO-137](#)), Employee's Report of Incident ([SO-016](#)), and [SIR](#) are still required.
7. If the item is lost or damaged in another jurisdiction, and the other jurisdiction provides a complaint number for the incident, the deputy will:

- a. Add the other jurisdiction's complaint number to the CAD entry if the item lost or damaged does not meet report criteria in 5B.
  - b. If a report is required, include the other jurisdiction's complaint number in the narrative of the Incident Report.
8. If a deputy is injured in the event described, an Employee's Report of Incident ([SO-016](#)) is required in addition to the other forms noted in C 1.
  9. If it is believed that the damage is a result of an intentional act committed by the employee, a suspect, or a suspect's vehicle against the County and an Incident Report will be completed, a criminal investigation and/or Office of Professional Standards (OPS) investigation may be conducted.
  10. When tagged or serialized equipment has become unserviceable or not recovered, the Division Commander will complete the Harford County Asset Movement [form](#) and forward to the HCSO Inventory Specialist.

D. Administrative Review

1. If agency equipment is damaged or missing through the employee's negligence, the incident may result in administrative and or disciplinary action against the employee.
2. Upon completion of the Missing/Damaged Equipment Tracking Report ([S0-137](#)), the distribution list will be as follows:
  - a. Original – Personnel file of the affected deputy;
  - b. Copy to the HCSO Inventory Specialist;
  - c. Copy to the Harford County Risk Manager, if applicable;
  - d. Copy to Computer Support, if applicable; and
  - e. Copy to the employee.

Approved  
  
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SHERIFF  
DATE 7-06-2020