

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

REIMBURSEMENT OF NON-CITY ARTICLES
SUBJECT

DATE: November 20, 2019

NO: F-3

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Reimbursement OF Non-City Articles
Non-City Issued Clothing
Replacement
Clothing, Personal Articles

I. POLICY

- A. Members of this department may be eligible to receive financial assistance for repair or replacement of uniforms, clothing, and personal articles not normally furnished by the city.
 - 1. Damage to uniforms, clothing, and personal articles must be the result of unusual line of duty actions and not as a result of carelessness or negligence.
 - a. Example: Tearing trousers while in hot pursuit of a suspect.
 - 2. Damage, which occurs during a routine tour of duty when the member is not directly engaged in unusual activity, will not be considered.
 - a. Example: Tearing trousers while on routine duty by walking too close to a fence with a nail protruding.

II. PROCEDURE

- A. Obtaining Reimbursement for Non-City Issued Uniforms, Clothing, or Personal Articles.
 - 1. During usual line of duty actions, when damage occurs to non-city issued uniforms, clothing, or personal articles, members wishing reimbursement will:
 - a. Report the damage and the circumstances to their immediate supervisor, as soon as possible.
 - b. Ascertain the original cost, date of purchase, and damage to the article (depreciation will be considered by the Finance Department.)
 - c. Prepare three (3) copies of Form CS-60, "Report of Damaged Clothing" and submit together with the damaged item(s) to the immediate supervisor as soon as practical, and in no case later than five (5) days after the incident.
 - (1) The damaged clothing and the CS-60 form will be turned over to the Division Commander.
 - (a) The Division Commander will review the form and if the damage is covered as specified, forward the damaged item(s) and CS-60 form to the Chief's Office.
 - (b) If it is determined that the damage was not in the course of duty, the Division Commander will talk with the employee and review the circumstances.
 - (c) If the claim is still denied, the employee will have no further

course of action.

- d. When the claim is determined to have occurred as specified, the Division Commander or representative and the employee shall determine the amount to be claimed for each damaged article, before forwarding the claim to the Chief's Office.
- e. After the claim is submitted to the Chief's Office, the Chief or a Deputy Chief of Police will review it. Upon approval, the damaged article and three copies of the Form CS-60 will be forwarded to the Finance Department.
 - (1) If the Chief or Deputy Chief of Police rejects the claim before sending it to the Finance Department, a conference between the employee and the Chief or Deputy Chief of Police may be called.
 - (a) If the claim is disapproved by the Chief or Deputy Chief of Police, all forms will be returned to the employee with any revision to be made noted.
 - (b) After revisions are made, forms and damaged articles may be resubmitted.
 - (c) If the Chief or Deputy Chief approves a claim, it will be submitted to the Finance Department.

B. Finance Department's Determination

- 1. The Finance Department will make the final determination to accept or reject the claim.
 - a. If a rejection occurs, all copies will be returned to the employee with an explanation as to why reimbursement was denied.
 - b. In either event, the damaged articles will be returned to the claimant.