



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: NOVEMBER 30, 2020	CHAPTER: 6 - Property	PAGE: 1 of 2	NUMBER: 6.04.03
SUBJECT: CITY PROPERTY - DAMAGED, LOST, OR STOLEN			
CHIEF: <i>Calvin D. Williams, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To provide guidelines for damaged, lost, or stolen City property.

**POLICY:** *It is the policy of the Cleveland Division of Police* to provide items and equipment owned by the City of Cleveland to facilitate a member’s ability to perform police functions. Members are responsible for the proper use and care of City property.

This General Police Order does not apply to damage to City vehicles. When there is damage to a motor vehicle, refer to GPO 5.02.04 Damage to City Vehicles.

**DEFINITIONS:**

**City Property** - all items owned by the City of Cleveland. These items include those issued to a member, and those items not individually assigned to one specific member. Examples of City Property include badges, computers, copy machines, and shotguns.

**Division-issued Property** - items owned by the City of Cleveland individually assigned to a member for their use. Examples of City-issued property include primary firearms, portable radios, wearable cameras, body armor, identification cards, and badges. City-issued property is also known as Division-issued property.

**PROCEDURES:**

- I. Members Shall
  - A. Use City property according to training and manufacturer specifications.
  - B. Properly use, care for, secure, and/or safeguard all City property.
  - C. Report damaged, lost, or stolen City property.
    - 1. Contact their immediate supervisor while on-duty.
      - a. If a member is off-duty, contact a supervisor at their district/unit.
      - b. If the supervisor is not available, contact a supervisor from the district of occurrence.
    - 2. Request an incident number from the Communications Control Section and complete an incident report as required.

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3. Complete a Form-1 detailing the circumstances and request repair or replacement of the property.
  4. If occurring outside of the City of Cleveland, the member shall complete a report with the law enforcement agency with jurisdiction.
- D. Reimburse the City for all damaged, lost, or stolen City property according to current City and Division depreciation values.

II. Supervisors Shall

- A. Respond to the location of occurrence as appropriate and necessary.
- B. Conduct a complete and impartial investigation into the damaged, lost, or stolen property.
- C. Ensure an incident report, if applicable, and a Form-1 is completed by the officer.
- D. Ensure members who witnessed the incident complete a Form-1.
- E. *Create a District/Bureau Investigation (DBI) using the Division tracking software and forward the entry through the chain of command.*

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**