

City of Johns Creek Police Department

<i>Subject:</i> Damage Claims - Personal Uniform and Equipment	<i>Number:</i> 04-07	
<i>Reference:</i>	<i>Amends:</i>	
<i>Effective:</i> 04/08	<i>Review Date:</i> Annually	<i># of Pages:</i> 1

PURPOSE:

Establish procedures for replacing personal property in the event it is damaged in the line of duty.

POLICY:

The Department does not expect employees to be responsible for replacing personal equipment damaged in the line of duty. Any claims for reimbursement must be approved by the Chief of Police.

PROCEDURES:

Damage Claims - Personal Uniform and Equipment (06-04-01)

Any claims for damage to clothing or other personal property belonging to an employee caused by performance on duty shall be made as follows:

- A. Written notification of claim shall be made to the Chief of Police via the chain of command indicating items damaged, cost of repair or replacement, and details involved in the incident.
- B. The shift Supervisor shall review claim and submit recommendations along with the officer's claim.
- C. Officers will not be compensated for any item damaged due to his/her own negligence.
- D. The Chief of Police will make the final determination of the validity of the claim and the amount to be reimbursed.

- E. All claims should be submitted as soon as possible, but no later than 72 hours after the incident has occurred.