

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

California Department of State Hospitals (DSH) employees are expected to properly care for DSH property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or DSH property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DHS PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of DSH property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of DSH property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any DSH issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable DSH property should be discontinued as soon as practical and replaced with comparable DSH property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, DSH property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) DSH property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any DSH property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Lieutenant, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Hospital Police Chief who will then forward the claim.

(a) DSH has delegated authority to resolve claims under \$1,000.00. The Hospital Police Chief will ensure appropriate claim forms are completed and processed consistent with the hospital policy for their delegated authority.

(b) Claims of \$1,000.00 or more must be filed with the California Victims Compensation Board (CalVCB). Forms and direction are located at www.victims.ca.gov.

DSH/CalVCB will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

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Policy Manual

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700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the State, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the Hospital Police Chief.

700.5 PROCESSING OF ALL PROPERTY DAMAGE/LOSS CLAIMS

All claims and supporting documents must be submitted through the chain of command to the Hospital Police Chief for review and processing.