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| Policy Name: | DAMAGE, THEFT, OR LOSS OF PERSONAL AND ISSUED PROPERTY | | |
| Policy #: | AD 4.7 | Last Updated: | 2021-12-09 |
| Issued By: | SUPPORT SERVICES BUREAU | Approved By: | SURREY POLICE BOARD |
| | | Review Frequency: | AS REQUIRED |

RELATED POLICIES

AD 5.8.2 *Occupational Health and Safety – Workplace Injuries*

1. PURPOSE

1.1. To provide direction to Employees who have issued or personal property that is damaged, stolen, lost or destroyed while at the Surrey Police Service (SPS) Workplace.

2. SCOPE

2.1. This policy applies to all SPS Employees.

3. POLICY

3.1. When an Employee's personal property is damaged, stolen, lost, or destroyed, the Employee having custody may report the loss or damage of the private property if the loss or damage occurs while at work.

3.2. SPS recognizes the risk inherent in police duties and that Employee's personal property will sometimes be damaged during the execution of these duties. Employees will be reimbursed in those circumstances for damaged or lost property; however, SPS does not accept responsibility for excessive claims as the result of Employees bringing to work valuable property, such as expensive jewellery and watches (see Appendix A).

4. PROCEDURE

Police Equipment

- 4.1. When issued police equipment, other than automotive, is damaged, stolen, lost or destroyed, the Member having custody must:
- i. immediately notify their Supervisor and must submit a Duty Uniform and Equipment Damage, Theft, or Loss report (Form AD-4701) on the same date the damage or loss was noted;
 - ii. the Member's Supervisor will provide a recommendation on the Form AD-4701; and
 - iii. the Member must bring the completed Form AD-4701 and the damaged police uniform or equipment to the SPS Asset Manager for replacement.
- 4.2. Previously issued uniforms, shoes, boots, shirts, jackets, gloves, etc., are considered expendable and new items will be issued to the Member with the approval of the Asset Manager.

Personal Property

- 4.3. When an Employee's personal property is damaged, stolen, lost or destroyed, the Employee having custody may report the loss or damage of the Employee's private property if it is caused or occurs while at work.
- 4.4. The Employee must write an Internal Memo (Form AD-9601) report which contains a written estimate of the cost of repairs or replacement and statements of any witnesses. The Employee's Supervisor will supplement the report with their own assessment and recommendations. The report must be submitted to the Employee's Superintendent. If the Superintendent recommends approval, the Superintendent will forward the report to the Manager, Finance for approval.
- 4.5. Employee claims for reimbursement for loss or damage of personal property (e.g., watches, plain clothes attire, etc.) will only be covered for a value that does not exceed the property's functional use. Maximum value limits for the repair or replacement of personal property are in Appendix: A.
- 4.6. Except for cultural and religious ornaments and wedding rings, this policy does not cover the repair or replacement of damaged, stolen, lost, or destroyed personal jewellery.
- 4.7. Once an Employee receives the Manager, Finance's approval for replacement of the property, the Employee must submit a copy of the receipt for the purchase or the repair of the item along with the notice of approval to the Manager, Finance for reimbursement.
- 4.8. If an Employee damages eyeglasses, dentures, hearing aids, or other personal medical equipment while at work, the loss may be covered by SPS's insurance carrier, or by WorkSafe BC. SPS will discuss with the Employee the most efficient claim/payment method. In these instances,

Employees may be required to complete AD-58201 *Incident Investigation WorkSafe BC Form* under SPS policy AD 5.8.2 *Occupational Health and Safety – Workplace Injuries*.

Appeal Process

- 4.9. If an Employee is declined approval for the repair or replacement of any personal property that is damaged, stolen, lost or destroyed, the Employee may appeal in writing to the Employee’s Deputy Chief Constable. The decision of that Deputy Chief is final.

- 4.10. In exceptional circumstances, the Employee’s Deputy Chief Constable may authorize the repair or replacement of personal property that is damaged, stolen, lost or destroyed in excess of the value limits set in Appendix A.

APPENDIX A: REPLACEMENT OF PERSONAL PROPERTY LOSS LIMITS

Reimbursement amounts for loss or irreparable damage of personal property suffered by Employees in the exercise of their duties:

| ITEM | AMOUNT COVERED UP TO |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------|
| BRIEFCASES / PURSES / BAGS | \$160 |
| CELL PHONES * | \$750 |
| ORNAMENTS: RELIGIOUS, CULTURAL, WEDDING RINGS (per incident, not per item) | \$500 |
| PERSONAL MEDICAL EQUIPMENT – (glasses, hearing aids, Insulin pumps, supportive braces, etc.) | Per reasonable and customary pricing for such equipment |
| PRESCRIPTION EYE-GLASSES * | \$800 |
| SUNGLASSES * | \$110 |
| WATCHES | \$250 |
| CLOTHING: | |
| BUSINESS SUITS | \$600 |
| DRESSES | \$220 |
| JEANS / CHINOS / KHAKIS | \$75 |
| OUTERWEAR / WINTER COAT | \$450 |
| PANTS / SLACKS / TROUSERS | \$120 |
| RUNNERS / DRESS SHOES / FOOTWEAR | \$250 |
| SHIRTS / BLOUSES | \$75 |
| SHORTS | \$60 |
| SKIRTS | \$100 |
| SPORTS JACKET / BLAZERS | \$250 |
| T-Shirts | \$40 |

* Portion not covered by 3rd party insurance (e.g., Manulife extended benefits).

APPENDIX B: DEFINITIONS

“Employee” means an employee of SPS (including sworn Members and civilian staff) appointed by the Surrey Police Board.

“Member” means a Sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity.

“Workplace” includes, but is not limited to, any property permanently or temporarily coming under the jurisdiction of SPS, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by SPS and wherever located. For the purposes of this Policy, also includes a seconded employee’s workplace and vehicle.

APPENDIX C: REFERENCES

Workers Compensation Act, R.S.B.C. 2019, c. 1

Workers Compensation Act: Occupational Health and Safety Regulation, B.C. Reg 296/97