

ILLINOIS STATE POLICE
EQP-013, RETURN OF STATE-OWNED ITEMS OF ISSUE

RESCINDS: EQP-013, 2014-016, revised 03-17-2014.	REVISED: 05-11-2015 2015-036
RELATED DOCUMENTS: ADM-010, ADM-128, EQP-007, PER-039, PER-103	RELATED CALEA STANDARDS: 17.5.2, 22.2.8

I. POLICY

The Illinois State Police (ISP) will ensure:

- I.A. State-owned items of issue are properly accounted for.
- I.B. Supervisors and employees take appropriate action regarding state-owned items issued to an employee leaving his/her assignment.
- I.C. The relevant supervisor prepares proper documentation of any neglect by his/her employee that resulted in the loss of or damage to state-owned items of issue.
- I.D. The employee is held liable for the cost of repair or replacement of negligently lost/damaged state-owned items of issue.

II. PROCEDURES

II.A. Supervisor/Employee Meeting

- II.A.1. Supervisors will meet with employees for the purpose of reviewing, discussing, and taking necessary action on state-owned items issued to the employee, when the employee is:
 - II.A.1.a. Relieved of duty pending investigation
 - II.A.1.b. Suspended from duty for 30 or more days
 - II.A.1.c. Terminated
 - II.A.1.d. Voluntarily separating from the Department
 - II.A.1.e. On a leave of absence for 30 days or more
 - II.A.1.f. Beginning an intergovernmental assignment to another agency or a temporary duty assignment outside of the Department for 30 days or more
 - II.A.1.g. Beginning a temporary duty assignment for 30 days or more or transferring to another work unit within the Department
 - II.A.1.h. Being inspected
- II.A.2. The meeting between supervisor and employee should take place at least 72 hours prior, when possible, but no later than 10 days subsequent to the employee's separation, suspension, or reassignment.

II.B. Review of Issued Items

- II.B.1. Except for military leaves which are outlined in PER-040, supervisors will collect all state-owned items of issue from employees identified in paragraphs II.A.1.a.–h. including but not limited to, sworn officers' stars, identification cards, assigned citations, stop card/written warnings, overweight tickets, and ISP Directives Manual or ISP Field Manual. Department identification cards should be returned to the Imaging Section, Crime Scene Services Command, Division of Forensic Services in accordance with ISP Directive EQP-011.
- II.B.2. Supervisors will collect all state-owned items of issue not required for the period of reassignment for employees identified in paragraph II.A.1.g..
- II.B.3. Supervisors will compare items surrendered with inventory list(s) or other receipts signed by employees for item(s) the ISP issued to ensure all issued items are turned in where appropriate.

II.B.4. Supervisors will provide receipts to the employee for all items the employee surrendered. The supervisor will ensure that all items are returned to the appropriate property management location.

II.C. Documentation of Lost or Damaged Items

Supervisors will document any state-owned items of issue that are missing or damaged.

II.C.1. Supervisors will ensure the officer documents on the appropriate report all damaged or unaccounted for items detailing the circumstances of the damage or loss.

II.C.2. When applicable, the supervisor will ensure that the lost item is entered into the Law Enforcement Agencies Data System (LEADS) and an administrative message is sent to the Springfield Communications Center.

II.C.3. The employee's work unit commander, or designee, will verify the facts surrounding the loss or damage of issued items and will forward the following documents through the chain-of-command to the employee's commander or Lieutenant Colonel:

II.C.3.a. A copy of all reports pertaining to the lost or damaged item(s)

II.C.3.b. The commander's assessment of whether the loss or damage was avoidable and whether or not the employee was responsible, if applicable

II.C.4. The employee's commander or Lieutenant Colonel will provide his/her recommendation and forward a copy of all reports to the Colonel. If the items are issued through the Quartermaster, the Colonel will forward a copy of the report(s) to the Logistics Bureau, Division of Administration (DOA).

II.C.5. When applicable, the work unit commander should contact the Division of Internal Investigation (DII) for a personnel complaint (PC) number.

II.D. Determination of Negligence

The employee's Colonel will determine if the loss of the item(s) was avoidable. In all cases, employees will receive notification of the finding and its factual justification. If the finding is:

II.D.1. Unavoidable, there will be no cost to the employee, and the item will be replaced, if applicable.

II.D.2. Avoidable, as a result of negligence, the employee will be required to pay replacement cost and may be subject to appropriate disciplinary action in accordance with the applicable collective bargaining agreement.

II.D.3. Either unavoidable or avoidable, and the employee failed to promptly report the loss, the appropriate disciplinary action may be imposed.

II.E. Lost or Damaged Items - Code Employees

Loss of an item(s) by code employees when such loss was avoidable or due to negligence will require the employee to pay the replacement cost and may, if applicable, result in appropriate discipline subject to ISP directive PER-103, "Code Employees Disciplinary Rules."

II.F. Reimbursement for Lost or Damaged Items

II.F.1. Except as otherwise agreed to in collective bargaining or supplemental agreements with employee unions, all costs associated with repairing or replacing items lost or damaged due to neglect of the employee, as determined by the Department, will be reimbursed by the employee. The appropriate entity will determine such cost. Reimbursement will be in one of the following manners:

- II.F.1.a. Submitting a personal check made payable to the ISP to the supervisor for forwarding through the chain of command to the Public Safety Shared Services Center or, if possible, submitting a cashier's check or money order payable to the vendor(s) to replace the item(s)
- II.F.1.b. Withholding the amount from the Department salary warrant
- II.F.1.c. Initiating an Involuntary Withholding Request (C-33) to the Illinois Comptroller's Office to withhold monies from other state salary warrants

- II.F.2. Upon notification that an employee is required to pay replacement costs, the employee's unit commander or supervisor will ensure reimbursement is made within 15 days of such notification.

- II.F.3. The employee's Colonel may grant an exception to the 15-day reimbursement period to an employee who is resigning or retiring; however, the employee's final warrant will be held until all equipment related matters have been resolved.

| Indicates new or revised items.

-End of Directive-