



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Replacement of Lost, Stolen or Damaged Equipment**

Eff. Date 11/20/2017

**Purpose**

To outline the procedure to obtain replacement of lost, stolen or damaged equipment.

**Procedure**

1. If an item of department-issued property is lost, stolen or damaged while on duty, within one month of the incident, the responsible employee will forward an email to their commander/manager detailing the circumstances of the loss and requesting replacement.
2. When City-owned property is lost, stolen or damaged through employee negligence, the information will be forwarded to PS&IA by their commander/manager for review when appropriate. (Refer to SOP regarding City-Owned Property – Use and Care.)
3. Items damaged by reason other than negligence will be examined by a supervisor and a decision will be made as to the most appropriate method, repair or replacement, for restoring the item to service.
4. If a replacement item is to be purchased, the commander/manager will email PD Purchasing explaining the reason for the replacement, providing the case number related to the incident and the name of the employee impacted. The commander/manager will also provide the details needed for ordering, such as item number, sizes and any other pertinent information needed so that an order can be placed. In this instance, the replacement item will not be charged to the employee's uniform account.
5. If approved for replacement, personal watches will be repaired or replaced to a maximum of \$50.
6. The Madison Police Department (MPD) recommends the wearing of safety glasses, but other prescription glasses will be repaired or replaced at a reasonable cost for frames and lenses, if lost or damaged while taking police action. (The current approved maximum replacement cost is \$190.) Employees desiring special frames or lenses (e.g., designer frames, U/V or scratch resistant lenses, etc.) will be responsible for those costs. This provision will also apply to prescription sunglasses and non-prescription reading glasses.
7. Contact lenses will be replaced if lost or damaged as a result of taking a police action.
8. Damaged or lost jewelry, such as beads, earrings, rings, bracelets, etc. will be the responsibility of the employee and no repair or replacement will be made by the MPD.
9. Work-related equipment not issued by the MPD will remain the responsibility of the employee and no repair or replacement will be made by the MPD, except as specifically provided for in labor contracts.
10. All worn out or lost uniform and equipment items shall be paid for out of the employee's uniform and equipment account.

Please be aware that MPPOA and AMPS labor contracts, and civilian employee handbooks, also contain language related to uniform purchase and replacement. Since these contracts may change, it's important to note that any labor agreements supersede any uniform procedures currently in place.

Original SOP: 04/01/2015  
(Revised: 02/12/2016, 11/15/2016, 11/20/2017)