

**GENERAL ORDER 26.3.2**

**Replacement of Equipment**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Establishes a procedure for replacement of issued and non-issued equipment.

**DISCUSSION**

None.

**POLICY**

**I**

**REPRESENTED PERSONNEL**

Procedures for replacement of personal items are covered in the Springfield Police Association (SPA) and Oregon Public Employees' Union (OPEU) agreements. Items not covered in the agreements (i.e., issued items such as uniforms, duty belt and accessories, weapon, etc.) will be replaced by promptly notifying the member's supervisor. Duty items necessary to the continued deployment of the member may be ordered or replaced by a supervisor or division commander.

**II**

**NON-REPRESENTED PERSONNEL**

Issued items such as uniforms, duty belt and accessories, weapon, and other issued equipment, will be replaced by promptly notifying the member's supervisor. Duty items necessary to the continued deployment of the member may be ordered or replaced by a supervisor or division commander. The Department will replace personal items such as clothing, or glasses damaged while performing work related duties. City policy replacement limits shall be followed. The member shall promptly notify his/her supervisor via memorandum of the incident and items damaged to request replacement.

### **III**

#### **LOST OR NEGLIGENTLY DAMAGED EQUIPMENT**

Members are expected to maintain issued equipment in good repair. Negligent damage or loss of Department owned equipment may subject the member to the personal expense of replacement or repair. Gross negligence or intentional damage to Department-owned equipment may result in discipline.

### **IV**

#### **REIMBURSEMENT**

It is not the intention of these policies to provide reimbursement to a Department member for loss or damage beyond the replacement cost of the article, consequently members receiving replacement or repair costs from the City and from another source shall return to the City the amount received from the City or the amount from the other, whichever is less.

---

Richard L. Lewis  
Chief of Police