	KANSAS CITY, MO POLICE DEPARTMENT		DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY		12/28/2022	12/28/2022	215-5
SUBJECT				AMENDS	
Policy Series 200: Employee Guidelines *215 - Claims for Damaged or Lost Personal Property					
REFERENCE			RESCINDS		
PPBM: Secondary Employment; Uniform and Personal Appearance Regulations; Uniform Maintenance/Clothing Allowance			PPBM: 215-4		

*I. INTRODUCTION

The Department will consider claims for reimbursement from Department members who, while in the performance of official duties, sustain damage or loss to their personal property while on-duty.

Members are reminded not to wear items which are expensive or of sentimental value on-duty.


II. POLICY

- A. An investigation into the circumstances surrounding the damage or loss will be conducted by the member's supervisor/commander.
- B. Contributory negligence on the part of the member will result in disapproval of the request for reimbursement.
- *C. Claims for repair or replacement of handheld flashlights will be considered on a case-by-case basis and may only be repaired or replaced one time at a cost **not to exceed \$50.00**. Damage or loss of other personal items of equipment **will not** be considered for reimbursement.
- *D. Reimbursement claims received for repair or replacement of personal items of clothing, eyeglasses, watches, etc., damaged or lost while in the performance of official duties will be considered on a case-by-case basis. A standard of reasonableness will be utilized when making a recommendation and when determining the amount to be reimbursed.


III. PROCEDURE

- A. A member will prepare an Interdepartment Communication, Form 191 P.D. (Form 191), to report the damage or loss of personal property, including all pertinent information relating to the incident. The Form 191 will be forwarded through the chain of command to their bureau commander. A receipt for the cost of repair or replacement of the item will be attached.
- B. After the request is reviewed and recommendations are made by the member's chain of command, the bureau commander will review the request and make a final determination.

1. When a reimbursement is **disapproved**, the bureau commander will indicate the reason for disapproval and return the Form 191 through the chain of command to the member's supervisor. The supervisor will notify the member and file the original Form 191 in the member's unit file.
2. When reimbursement is **approved**, the bureau commander will forward the approved original Form 191 to the Executive Services Bureau and a copy to the member's supervisor.
 - a. The supervisor will notify the member and file a copy of the Form 191 in the member's unit file.
 - b. The Executive Services Bureau Commander will forward the approved original Form 191 to the Accounting and Payroll Section.
 - c. The Accounting and Payroll Section will reimburse the member by check and forward the approved original Form 191 to the Personnel Records Section.
 - d. The Personnel Records Section will file the original Form 191 in the member's Personnel File.


Joseph E. Mabin Jr.
Chief of Police

Adopted by the Board of Police Commissioners this 13th day of December, 2022.


Mark C. Tolbert
Board President

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