


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"LOST/STOLEN/DAMAGED UNIFORM/EQUIPMENT CLAIM"</b>		<b>ORDER NUMBER:</b> <b>31-05</b>	
		<b>PLEAC STANDARD:</b> <b>NONE</b>		<b>PAGE 1 OF 2</b>	
<b>RE-ISSUE DATE:</b> <b>10/2/2019</b>	<b>EFFECTIVE DATE:</b> <b>9/11/2000</b>	<b>REVIEW MONTH:</b> <b>JUNE</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>	<b>AMENDS:</b> <b>NONE</b>	

### **1.0 POLICY/PROCEDURE**

1.1 To outline the procedures for replacing any uniform or equipment item that may have been lost, stolen or damaged during the performance of official police duties.

### **2.0 GENERAL RULES GOVERNING REPLACEMENT OF LOST/STOLEN/DAMAGED ITEMS**

- 2.1 All members are responsible for the proper use and care of Bureau issued uniforms and equipment.
- 2.2 A member having REQUIRED items of uniform and equipment lost, stolen or damaged while in the performance of official police duties MAY have such items replaced through the Quartermaster office. Only those items of required uniform and equipment provided by the Quartermaster office will be replaced (See Procedural Order #32-01 "Quartermaster System").
- 2.3 All OPTIONAL items that may be lost, stolen or damaged in an official police action shall be replaced at the members' own expense from the clothing and maintenance allowance provided by the City.
- 2.4 ALL ITEMS that are lost, stolen or damaged through neglect, unauthorized alteration, destruction, disposal, or other misuse, or failing to secure the item so as to prevent the theft or loss of the item shall be replaced at the members' own expense if the member failed to take reasonable steps to secure the item.
- 2.4.1 Once it is determined that an item was lost, stolen or damaged through neglect, unauthorized alteration, destruction, disposal, other misuse, or failing to secure the item so as to prevent the theft or loss of the item, disciplinary action will result.
- 2.5 ALL ITEMS that may be lost, stolen or damaged in circumstances other than official police action shall be replaced at the members' own expense if the member failed to take reasonable steps to secure the item.
- 2.5.1 If a uniform or equipment item has been lost or stolen from the member's home or auto, the member may file a claim with the member's insurance carrier and seek restitution from a defendant if an arrest is made.

### **3.0 PREPARING AND SUBMITTING A CLAIM**

- 3.1 Members submitting a claim shall do so on PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim." Only one copy is required.
- 3.2 The member shall present the claim and damaged items to the Shift Supervisor for approval.
- 3.3 The Shift Supervisor's signature indicates approval of replacement after a review of the circumstances and viewing the item(s). The Shift Supervisor shall document the findings of this review, in writing, within the "Shift Supervisor Review" section of PBP Form #81, "Lost/Stolen/Damaged Uniform or Equipment Claim."
- 3.4 The Commander or other commanding officer shall review the claim and, if it is approved, forward a copy of the claim to the Quartermaster office. The original shall then be forwarded to the Assistant Chief of the officer's respective branch for final approval.
- 3.5 The Assistant Chief of the officer's respective branch shall have the final authority to approve or disapprove a claim.

3.6 A copy of the claim will be returned to the submitting officer. It will be noted on the claim whether it has been approved or disapproved. The submitting officer shall comply with the final instructions outlined on the bottom of the claim form for replacement of the lost/stolen or damaged item.

Approved By:

A handwritten signature in blue ink, appearing to read "Scott Schubert", written over a horizontal line.

Scott Schubert  
Chief of Police