

GENERAL ORDER

PERSONAL PROPERTY CLAIMS

This order establishes policies and procedures for requesting compensation for damage or loss of authorized personal property.

I. POLICY

A. **GENERAL.** Section 10.25 - 3 of the San Francisco Administrative Code states:
Uniformed officers and employees may recover part or all of the cost of replacing or repairing equipment, property or prostheses which have been damaged or destroyed in the line of duty and without fault of the officer or employee in the manner provided in Sections 10.25 - 4 through 10.25 - 7.

B. **ON DUTY/OFF DUTY.** The damage or loss must have occurred while the member was on duty; however, an off-duty officer not engaged in secondary employment who becomes involved in enforcement action may also file a claim.

C. PERSONAL PROPERTY

1. **UNAUTHORIZED.** Personal property not required for the performance of the member's duties will be worn or used at the member's risk (see DGO 10.02, Equipment). The member will not be compensated for its damage or loss.

2. **AUTHORIZED.** Members who have prior written authorization to wear or use their personal property while on duty may be compensated for its damage or loss. The authorization must be approved by the member's commanding officer or officer-in-charge, and the appropriate deputy chief.

3. VEHICLES

a. If a member is authorized in writing to use his/her private vehicle on duty, the City may be liable for injuries to the member or others caused by operation of the vehicle. The City may also be liable for damage caused by the vehicle to property owned by parties other than the member.

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- b. Compensation for damage to a member's vehicle will be determined on a case-by-case basis when it is determined that the member was not at fault. Members should consult with their insurance carriers regarding the use of their private vehicles in connection with their employment. A PRIVATE VEHICLE SHALL NOT BE USED AS AN EMERGENCY VEHICLE (see Vehicle Code Section 165).

D. PAYMENT OF CLAIMS

- 1. SCHEDULE. Payment of claims is subject to available funds and may apply either for repair or replacement. Claims will be individually evaluated when they exceed the maximum amount listed below.

<u>ITEM SCHEDULE</u>	<u>MAXIMUM CLAIM RECOVERY</u>
Suit	\$ 400.00
Coat/Jacket	200.00
Trousers/Skirt	100.00
Shirt/Blouse	40.00
Vest/Sweater	50.00
Headwear	30.00
Neckwear/Tie	25.00
Footwear	90.00
Timepiece (or part thereof)	150.00
Eyeglasses (not required by DMV)	150.00
Sunglasses (non-prescription)	45.00
Brief Case/Carrying Bag/Purse	90.00
Star	Claims for personally owned stars will be paid according to the lowest-priced replacement star of the applicable rank as quoted on the date of claim filing by Irvine & Jachens Inc., Daly City, CA.

- 2. SUBSTITUTED EQUIPMENT. The amount of compensation for substituted equipment will be based on the replacement cost of the equivalent Department-issued item.

II. PROCEDURES

A. FILING A CLAIM. To file a claim, follow these procedures:

1. **FORMS.** Complete forms SFPD 208 and SFPD 209 in duplicate within 30 days of the damage or loss.
2. **SUPPORTING DOCUMENTS.** Attach any supportive document, e.g., incident report, purchase receipt, repair receipt, repair estimate, etc. If applicable, include a copy of the written authorization to use the item.
3. **FORWARDING.** Forward the forms and attached documents to your commanding officer or officer-in-charge.

B. DUTIES OF COMMANDING OFFICER OR OFFICER-IN-CHARGE

1. **INVESTIGATION.** Investigate the claim and verify its validity.
2. **INSPECTION.** Personally inspect the damaged item and determine if it should be repaired or replaced.
3. **FORWARDING.** Forward the claim (forms and documents) to the Legal Division.

C. DUTIES OF THE LEGAL DIVISION

The Legal Division shall within 90 days notify the member submitting the claim whether the claim has been approved or denied. If the claim has been approved, the Legal Division shall submit it to the Fiscal Division, which shall issue reimbursement to the officer.