



**Policy Number: 700 – Department Owned and Personal Property**

**Effective Date: 02/23/2021**

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**Approved By: Brandon Gatlin, Interim Chief of Police**

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## **700.1 PURPOSE AND SCOPE**

This policy addresses the care of property owned by the Montana State University Billings Police Department (Department) and the role of the Department when personal property, the property of another person, or Department-owned property is damaged or lost.

## **700.2 POLICY**

The Department will ensure that members are issued appropriate property and equipment necessary for the member's job function. The Department will take steps to minimize the cost associated with maintaining Department property, including personal property authorized for use in the Department member's duties.

## **700.3 DEPARTMENT ISSUED PROPERTY**

The Patrol Sergeant will be responsible for documenting all property and equipment issued by the Department, in the appropriate file, at the time of issuance. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of the Patrol Sergeant.

### **700.3.1 MEMBER RESPONSIBILITIES**

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use, and replacement of Department property assigned or entrusted to them.

1. Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any Department-issued property or equipment.
2. The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available.
3. Except when otherwise directed by a supervisor, or when exigent circumstances exist, Department-issued property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
4. Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.
5. Members should obtain a supervisor's approval before any attempt to repair damaged or unserviceable property, unless the repair is of a minor or temporary nature.

**700.4 DAMAGE TO PROPERTY OF ANOTHER PERSON OR ENTITY**

Members who intentionally or unintentionally damage, or cause to be damaged, the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command.

**700.4.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY**

Personnel from another agency may intentionally, or unintentionally, cause damage to the real or personal property of Montana State University Billings, or of another person, while performing their duties within the jurisdiction of this Department. It shall be the responsibility of the Department member present, or the member responsible for the property, to report the damage as follows:

1. A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.
2. A written report shall be submitted before the member goes off-duty, or as otherwise directed by the supervisor.