

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>17.5 Care of Property</b>			
<b>Effective Date:</b>	12/14/1983	<b>Revision Date:</b>	3/6/2014	
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**I. POLICY**

Every member of the Kenosha Police Department shall conserve and protect City property. Members of the department are responsible for the protection and care of all City property, specifically property assigned to their use or custody. Roughness, abuse, misuse, or willful and negligent loss or destruction of city property shall not be tolerated. Commanding Officers will be responsible for the strict enforcement of this policy.

**II. RESPONSIBILITY FOR CITY PROPERTY**

The custodian or user of City property shall be responsible for the safekeeping and proper use of property entrusted to his/her care.

**III. REPORTING LOST OR DAMAGED DEPARTMENT PROPERTY**

Members of the department shall promptly report, in writing, to their Commanding Officer the loss, damage or unserviceable condition of any department property assigned to them or under their control. A copy of the report will be forwarded to the Chief of Police and Administration.

**IV. ALTERATION, MODIFICATION TO EQUIPMENT**

There will be no alterations or modifications made to any city-owned equipment unless first authorized by the Chief of Police.

**V. RESTITUTION**

Police Department members may be personally liable for the cost of replacing lost, damaged or altered property.