

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

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 1iBhp cT-(n)T0.00,-2 n

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.