

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

September 17, 2019

Policy Number 2.16

REQUEST FOR REIMBURSEMENT OF DAMAGED, LOST, OR STOLEN ITEMS

POLICY

- I. Personnel shall be guided by this directive when seeking reimbursement for personal items that are damaged, lost, or stolen as a result of duty-related incidents.
- II. Reimbursements for losses incurred shall be only for those employees and items authorized under collective bargaining agreements and provisions adopted for excluded employees.

PROCEDURE

I. **REIMBURSEMENT PROCEDURES**

- A. The employee seeking reimbursement shall initiate a "Request for Reimbursement of Damaged, Lost, or Stolen Items" e-form and attach the supporting documents (e.g., detailed invoices, paid receipts, and related police reports).
 - 1. An officer seeking reimbursement of qualifying expenses for repairs to a police subsidized vehicle shall attach a police report, itemized receipt of repairs, and proof of deductible payment not covered by insurance.
 - 2. The completed e-form shall be routed to his or her immediate supervisor for review.
- B. The employee's immediate supervisor shall review the e-form for completeness, accuracy, and applicability. The supervisor shall:
 - 1. Check the employee's collective bargaining agreement to ensure coverage under the agreement;
 - 2. Describe any negligence on the part of the employee that may have contributed to the damage or loss; and

3. Add his or her comments and forward the e-form to the element commander for review.
- C. The element commander or designee shall:
1. Review the e-form request for completeness;
 2. Determine if negligence, as defined in the employee's bargaining unit agreement, contributed to the damage or loss;
 3. Approve or deny the request; and
 4. Forward the approved request to the "HPD Fiscal Mailbox-Admin" mailbox.
- D. The commander of the Finance Division or designee shall review the e-form and approve, deny, or modify the request. If approved, the Finance Division shall process the request, and reimbursement shall be made in accordance with the employee's collective bargaining agreement.

II. REIMBURSEMENT TO THE CITY

An employee who is compensated for damaged or lost items through civil action or any other means shall repay any reimbursement received from the city.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 13, 2006