

	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.21.9	
Subject:		Distribution:
Restitution for Damaged Equipment		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 02-8
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to ensure that the Township receives restitution for property that is intentionally or necessarily damaged.

POLICY

In some cases, as a result of contact with arrestees or suspects, Township property (equipment, clothing or vehicles) is damaged to the extent that it requires repair or replacement. It is the policy of the department to obtain restitution from the individual(s) responsible for the damage.

PROCEDURES

A. REPORTING

1. Officers are to document any and all damage to equipment, clothing or vehicles.
2. Supervisors are to be notified of any such damage as soon as is practical and report the damage via internal e-mail to the command staff.
3. Note in the report any arrestee, suspect or known party who is responsible for the reported damage.

B. RESTITUTION

1. The officer responsible for prosecuting or completing the investigation of the case is to request restitution as part of the final disposition of the case.

2. In the cases where there is court ordered restitution for said damage, the Investigating Officer shall submit a Supplemental Report indicating the restitution amount and schedule. If the Investigating Officer becomes aware of or receives any restitution payments, the officer should also include this information in the Supplemental Report.
3. The Investigating Officer shall submit copies of all Supplemental Reports or payments dealing with restitution to the Staff and Inspections Unit.
4. The Staff and Inspections Unit will forward all documents dealing with restitution to both the Finance and Insurance Departments.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.