

PERSONAL PROPERTY CLAIMS

- AUTHORITY:** Government Code Section 53240
Personnel and Salary Resolution
Memorandum of Understanding
- RESCINDS:** Procedure Manual Item 1-3-405, dated 07/09/19 (Major Revision)
- FORMS:** [County of Orange Personal Property Claim \(Employee Only\)](#)
- PURPOSE:** To provide a uniform method of reporting and processing personal property claims.

I. GENERAL INFORMATION

- A. Government Code Section 53240 and County of Orange policy provides for the repair or replacement of an employee's personal property, which is necessarily worn or carried by the employee, when any such items are lost or damaged in the line of duty without fault on the part of the employee, and when the damage or loss is caused by peculiar circumstances which arise out of the course of employment and not out of situations which might normally be expected to take place either on or off the job.
- B. Property is limited to clothing and items necessarily worn or carried by the employees.
1. Typical items include:
 - a. Clothing
 - b. Watches
 - c. Eyeglasses
 - d. Hearing aids
 - e. Dentures
 2. Items not included:
 - a. Jewelry
 - b. Office appliances or decorations (plants, clocks, pictures, etc.)
 - c. Automobiles and motorcycles
- C. The amount of reimbursement for articles of clothing is based on condition, life expectancy, and replacement cost of the article. Reimbursement for watches and nonprescription sunglasses shall be limited to the functional value of the **item**.

- D. If employee's personal property is damaged/lost as a result of employment, and not through fault of the employee, authority to repair/replace may be granted as follows:
1. Items were necessary to performance of duties and were not supplied by County
 2. Items were lost/damaged during the performance of duties
 3. Items were limited to those that are necessarily worn or carried

II. PROCEDURE

- A. The employee completes Sections 1 through 3 of the Personal Property Claim form, as well as a Special Incident Report (SIR) pertaining to the loss.
- B. The employee attaches the SIR and purchase receipt, if available, and/or an estimate of the cost to repair or replace the damaged item (i.e. internet print out with the item's cost).
- C. The employee forwards the completed form, along with attachments, to their immediate supervisor/manager. The supervisor/manager initials in the area above the signature line with any comments they wish to make.
- D. The supervisor/manager forwards the form and attachments to the Professional Standards Division (PSD) Assistant Division Director (ADD) for review. The PSD ADD may conduct a complete investigation of the incident and damage, which may include interviewing the claimant and/or witnesses, and inspecting the damaged property or equipment that malfunctioned to ensure appropriate steps are taken to prevent future incidents.
- E. The PSD ADD then submits the claim and all attachments to the Chief Deputy Probation Officer (CDPO) responsible for the Bureau to which that employee is assigned. The CDPO will review the circumstances surrounding the damage or loss, as well as review the damaged property and cause of damage. The CDPO or designee will "approve" or "deny" in Section 5, *Department Head Review*, as well as sign and date the form. If applicable, the CDPO or designee will make recommendations to prevent future loss and note this in the comments section.
- F. If the claim is approved, the CDPO sends the claim form to the Department's Administrative Manager I (AM I) of Purchasing to determine the reimbursed dollar amount. The Purchasing AM I completes Section 4, *Deputy Purchasing Agent's Valuation*, and sign and date the claim form.
 1. If the claim is denied, the CDPO will indicate the reasons for denial and send the claim back to the PSD Staff Specialist (SS) who will create a denial memo and have the PSD ADD complete Section 6, *Human Resource Determination*, sign and date the claim form. The original claim form along with the attachments and denial memo will be sent to the employee.

- G. Once the valuation has been completed, Purchasing AM I will forward the claim to the Department's Budget Manager to complete Section 7 in its entirety. The Budget Manager will forward the completed claim form along with the attachments to the PSD SS for final signature and processing.
- H. The PSD SS reviews the claim to ensure all signatures have been collected and gives the final completed form to the PSD ADD for signature and completion of Section 6, *Human Resource Determination*.
- I. The PSD SS forwards the completed claim form to Auditor-Controller for processing of payment. It will take approximately two (2) weeks once received by Auditor-Controller's office.
- J. The PSD SS will notify the employee via email once the claim has been delivered to the Auditor-Controller's office.

REFERENCES:

Policy: G-7 Distribution and Use of County Services, Supplies, and Equipment

[County of Orange Corporate Human Resources Policies and Procedures – Personal Property Claim Reimbursement](#)

E. Cuellar

APPROVED BY: