

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Paul Joseph  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION:  
R 1908 REPORTING LOST OR  
STOLEN CITY EQUIPMENT**

**DATE:** November 5, 2024

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APPROVED

Memo# 2024-026

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## **BACKGROUND**

Lost or stolen City property has historically been documented on a Department memorandum. If the property in question had a serial number, the memorandum was accompanied by a crime report. This process did not allow for a centralized database through which the Department could track incidents involving lost or stolen City property. The San Jose Police Department is currently using BlueTeam software to automate frontline documentation, supervisory oversight, and organizational accountability for collisions involving Department members and other internal investigations. Effective immediately, the Department will begin using the same BlueTeam software to track the supervisory review process for all lost or stolen City property incidents.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

### **R 1908      REPORTING LOST OR STOLEN CITY EQUIPMENT:**

*Revised 11-05-24*

#### *Department member's responsibilities:*

*A Department member shall notify their direct supervisor upon determining City property has been lost or stolen.* Lost or misplaced ~~stolen~~ *stolen* property will be reported *by the Department member* to the Department on a memorandum directed through the chain of command. *In addition to a memorandum, if the item is stolen or* has a serial number or any other identifying number, a General Offense Report (Form 200-2-AFR) will also be completed. Stolen equipment will *also* be reported in a General Offense Report (Form 200-2-AFR) and documented on a Property Report (PR).

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In addition, the department member will prepare a memorandum directed through the chain of command. If the City property is stolen outside the jurisdiction of the San Jose Police Department, the crime report will be made in the appropriate jurisdiction of occurrence. If the City property is lost outside the jurisdiction of the San Jose Police Department and meets the requirement for a General Offense Report, the report can be made with the San Jose Police Department.

A copy of the Department member's memorandum, signed by the ~~d~~Department member's ~~e~~Commanding ~~e~~Officer, is will be returned to the ~~d~~Department member. The Department member will be issued a replacement after presenting a copy of the signed memorandum to Central Supply or the appropriate issuing unit. ~~with a copy of the signed memorandum.~~

Supervisor's responsibility:

When the supervisor is notified by a Department member that City property has been determined to be lost or stolen, the supervisor will notify the Command Officer in the Department member's direct chain of command. The Department member's direct supervisor will be assigned the investigation in BlueTeam by the Command Officer.

Supervisors assigned to investigate lost or stolen City property are responsible for assisting or directing the gathering of facts. Prior to the Department member providing a memorandum or statement, the supervisor assigned the investigation shall notify the Department member they may first consult with a supervisor, union representative, or any other outside counsel. If after consultation the Department member does not wish to provide a memorandum or statement, they shall advise the supervisor within 24 hours of initially notifying the supervisor of the lost or stolen city property.

The supervisor will prepare a memorandum addressed to the Chief of Police detailing the facts of the case. Within 30 days of being assigned the investigation, the supervisor will forward all memorandums and relevant files or reports to the Command Officer in the Department member's chain of command in BlueTeam.

Command Officer's responsibility:

The Command Officer who received notification of the lost or stolen City property will ensure an entry is made in BlueTeam, assigning the investigation to the Department member's supervisor by the end of the Commander's next shift. If the Commander creating the entry is not in the Department member's chain of command, they will forward a notification of the entry in BlueTeam to the Command Officer in the Department member's chain of command.

The Command Officer receiving the completed investigation from the Department member's direct supervisor is responsible for reviewing and evaluating all the information to ensure proper investigation and documentation. The Command Officer will make a recommendation to the Office of the Chief of Police for a Department-initiated investigation if appropriate.

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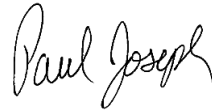
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*The Command Officer will use the dialogue box in BlueTeam to document their recommendation. The information will be forwarded in BlueTeam through the chain of command within 90 days of the Commander's initial entry.*

**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Paul Joseph  
Chief of Police

PJ:PH:BM