

TITLE: ISSUANCE OF EQUIPMENT

CODIFIED: 86.1
EFFECTIVE: 07/23/04
RESCINDS/AMENDS: G 18
PAGES: 2

PURPOSE

The purpose of this directive is to delineate the Department's initial issue standard of equipment.

DISCUSSION

Department employees perform a diversity of functions, which entail the use of a variety of equipment. The issuance, condition and appearance of this equipment influence the perception of the public and the performance of duties.

POLICY

It shall be the policy of the Department to issue equipment as required for employees to accomplish assigned functions and to allow for the care and maintenance of this equipment. It shall further be the policy of the Department to have an accounting of all items of equipment issued by the Fleet Maintenance/Supply Manager, Property Custodian, Supervisors, or other authorized personnel.

The Property and Fleet Management functions are centralized within the Technical Services Section and individuals assigned to these units report to the Technical Services Lieutenant, who answers to the Support Services Captain.

PROCEDURE

HAND HELD/PORTABLE RADIO PROCEDURES

86.1.01 Hand held/portable radios and battery chargers shall be issued to Santa Fe Police Department personnel by the Chief of Police or designee. This is to assure that all persons engaged in a field assignment have constant access to radio communications. As a result, when officers are away from their patrol vehicles, the officers will be able to maintain communications with radio dispatchers for exchange of information, requests for assistance, receipt of orders and/or instructions, and for response to calls for service.

86.1.02 Proper care and use of the radio shall rest with the assigned officer, who shall be responsible for damage to the hand held/portable radio as outlined in the policy regarding damage to departmental/civilian property. Commanding officers shall be responsible for physical inspection of the hand held/portable radios during regular vehicle/personal inspection.

86.1.03 If any supervisor finds that a hand held/portable radio is unaccounted for, they shall contact the officer who was last assigned the radio and ascertain the location of the radio.

86.1.04 Prior to going on duty, members shall check their mobile and hand held/portable radios for damage or malfunction. If any are found, they shall submit a written memorandum explaining the problem and route it through the chain of command.

86.1.05 Hand held/portable radios will not be left in any out of service vehicle for any reason.

86.1.06 BORROWING OR LENDING OF HANDHELDS RADIOS REQUIRES:

- A. NOTIFICATION OF A COMMANDER/SUPERVISOR.**
- B. NOTIFICATION OF EMERGENCY DISPATCH TO UPDATE CAD.**

BALLISTIC RESISTANT BODY ARMOR, BATTERIES, WRITING MATERIALS

86.1.07 Ballistic resistant body armor will be issued by the Supply Manager to officers upon beginning employment with the department. The Supply Manager will assure that each officer is measured for proper size and fit.

86.1.08 Batteries and writing materials will be issued through the individual officer's shift, unit, division commander or supervisor. Commanders of these units will obtain these items from the Supply Manager or small stores requisition to ensure that their unit has an adequate amount of supplies in stock.

USE OF DEPARTMENT EQUIPMENT

86.1.09 Agency owned property shall only be used for official business and personal use of agency owned property is strictly prohibited.

86.1.10 Members shall utilize department equipment only for its intended purpose and shall not negligently abuse, damage, or lose department equipment. All department equipment issued to members shall be maintained in proper order. Damage or lost property may subject the responsible individual to either reimbursement charges or disciplinary action, if the individual is found to be negligent. Any lost or damaged equipment shall be reported as soon as possible to a supervisor.

PURCHASE OF AGENCY OWNED PROPERTY

86.1.11 The procurement and/or requisitioning of department-owned property and equipment, whether fixed, expendable, installed, uninstalled, whether vehicles, munitions, and personal wear items are the responsibility of the Fleet Maintenance/Supply Manager, with final approval from the Office of the Chief of Police.

86.1.12 The distribution and issuance of department-owned property to authorized users is the responsibility of the Fleet Maintenance/Supply Manager, under the direction of the Chief of Police or designee. The property custodian will keep an

account of all disbursed property and equipment and will conduct periodic inventories.

86.1.13 The Commander or his/her designee, shall inspect all of his/her unit's stored property at least once per month to ensure that the stored property is maintained in a state of operational readiness which includes care, cleaning and preventive maintenance.

A. A written report (memorandum) shall be submitted to the office of the Chief of Police whenever damage to agency property is discovered.

EQUIPMENT & WEAPONS RETURN

86.1.14 Upon separation, personnel shall return all assigned equipment and weapons in the following manner:

- A. Keys- Returned to the Office of the Chief of Police
- B. Firearms & ammunition- Returned to the Department Armorer.
- C. Vehicles and all other equipment - Returned to the Fleet/Property manager.
- D. Handheld radio- Returned to the Radio Shop.
- E. All passwords allowing access to Departmental records shall be cancelled by the Records Supervisor.

Drafted (awm) 03/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04