

General Order 97-2
Department Operational Policies and Procedures: Equipment
DATE EFFECTIVE: February, 1997 REVIEW DATE: October, 2007

I. POLICY STATEMENT

The purpose of this order is to establish policy and police officer responsibilities in regard to the recommendation, purchase, maintenance, and general up-keep of department equipment.

II. OBJECTIVES

1. To provide officers with input in the selection of various equipment needed to perform their duties.
2. To establish procedures in the maintenance of departmental equipment.
3. To formalize equipment request procedures.
4. Require all officers to maintain departmental equipment and establish guidelines on reporting damaged or broken equipment.

III. EQUIPMENT OFFICER DUTIES

Sergeant Marc E. Strain is hereby appointed as the department's equipment officer. This position involves the record keeping of equipment, recommending equipment to the Director, purchasing of new and additional equipment, and the maintenance of equipment. At times the department's administrative secretary will assist in purchasing of uniforms and providing maintenance services for departmental vehicles.

IV. POLICE OFFICER RESPONSIBILITIES

1. Upon hiring, a full-time officer will be issued the following basic uniform set, consisting of:
 - A. Three pairs of pants.
 - B. Six Shirts (3 long and 3 short sleeve).
 - C. One tie.
 - D. One winter, one summer, and one special duty coats.
 - E. One sweater.
 - F. Two turtleneck shirts.
 - G. One duty belt consisting of:
 - a. all officers will be issued a key holder which shall be used to hold the grand master key set
 - b. one pepper spray (OC) and holder
 - c. one expandable baton and holder
 - d. one latex glove holder

- e. one set of hand-cuffs, holder and two keys.
- f. one holster and gun
- g. one magazine holder with two magazines
- h. ammunition
- i. four belt keepers
- H. ticket book holder
- I. clipboard
- J. a set of grand master keys
- K. other office supplies to perform their duties

Officers are expected to maintain all issued equipment in good, clean, working order.

2. An officer needing additional or new equipment will fill out an equipment request form for needed item.
3. All officers are encouraged to suggest equipment needed to increase their job abilities.
4. Any equipment that is not directly issued to the officer will be checked out by indicating the type of equipment on the officer's daily activity report.
5. Any equipment found to be malfunctioning or broken will be brought to the attention of the equipment officer as soon as possible. Officers are also required to mark the equipment or notify other departmental staff that the piece of equipment is inoperable.
6. No one (without the permission of the equipment officer) should attempt to fix or repair equipment. This does not include minor repairs to vehicles (i.e. spotlights, head and tail lights). If repairs are made, leave a detailed description of the item which was broken and actions taken by the officer.
7. All equipment shall be used in the manner in which it is intended.
8. Invoices received by officers should be given to Sergeant Strain.
9. Packages received into the office will be opened by Joyce or Sergeant Strain.