

PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 221
	PROPERTY - DEPARTMENTAL	ISSUE DATE 02/19/2008
	CHAPTER: PATROL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 4

I. POLICY

Employees of this department will be issued departmental property according to each job description. It shall be the policy of this department to hold each employee responsible for the property assigned to them for use.

II. PURPOSE

To provide guidelines for all employees to follow in issuing or receiving departmental property, taking care of departmental property, reporting departmental property as lost or stolen, and in replacing equipment which has ceased to function properly.

III. PROCEDURES

A. PROPERTY ASSIGNED

1. Property will be assigned to all employees as needed and will be disseminated by the Chief of Police or his/her designee.
2. All property is to be issued thorough the Administrative Services Division.
3. Any time property is issued to an employee for exclusive use by that employee, that property will be listed on the department's Property Check-Out List (Appendix 2).
4. The Property Check-Out List (Example: Appendix 2) will be completed and signed by the employee receiving the property. General office supplies, such as paper, ink pens, batteries, etc. are excluded from this requirement.
5. Any time property is returned by an employee, who has had exclusive use of the item, the Property Check-Out List, (Appendix 2), will be completed and signed by the employee receiving the property.

6. Records of property assignments and property returns will be maintained in the employees property file maintained by the Administrative Services Division.

B. CARE OF PROPERTY

1. It shall be the responsibility of each employee receiving departmental property to take proper care of the property. Proper care of property, for purposes of this policy, is defined as using the property in the manner it is supposed to be used, keeping the property item clean and functional, and never misusing a property item.
2. Officers receiving department issued handguns will be trained on proper cleaning and care of this property item and will be required to make sure the handguns are clean and functional at all times. Officers authorized to carry personally owned handguns will also be required to make sure the handguns are clean and functional at all times.
3. To insure compliance with this provision, a firearms instructor, as directed by the Chief of Police, or their designee, will conduct inspections of handguns on an irregular basis. **NOTE:** Inspections will also include handguns which are the property of individual officers, since it is imperative that handguns are properly maintained. Handguns will be checked for cleanliness and proper functioning.
4. Any misuse of departmental property, either intentional or due to negligence, will result in the employee who is assigned responsibility for the property being required to pay for the item(s) in question and also being subject to disciplinary action.

5. VIOLATIONS INCLUDING (BUT NOT LIMITED TO)

- a. Failing to avoid damaging or purposefully damaging equipment.
- b. Failing to perform routine and regular maintenance on assigned equipment.
- c. Failing to report damaged or dysfunctional equipment.
- d. Leaving a departmental vehicle running and unattended.
- e. Misuse of radios by transmitting slang or other non-official communications.
- f. Private use of equipment without the approval of appropriate supervisory personnel.
- g. Purposefully disabling or damaging equipment or equipment used by another without authorized cause.
- h. Testing or using equipment in an unauthorized manner that results in damage.
- i. Use of another's equipment without gaining the other member's prior approval.
- j. Using special or restricted equipment without gaining proper supervisory authorization.

6. Any employee who is aware of another employee misusing departmental property will report the misuse to the Administrative Services Division or the appropriate supervisor.
7. Any supervisor who receives information of departmental property misuse will take immediate action by inspecting the property in question and taking further employee action as necessary.
8. All alleged acts of departmental property misuse will be properly documented in the form of a departmental memo. The memo will be prepared by the supervisor in charge and will be directed to the attention of the Chief of Police. The memo will include the following information:
 - a. Date of misuse
 - b. Time of misuse
 - c. Name of employee(s) involved
 - d. Names of any possible witness
 - e. Detailed narrative
 - f. Signature and printed name of supervisor

C. LOST OR STOLEN PROPERTY

1. Any employee who accidentally loses a departmental property item shall immediately document the circumstances by preparing an information report explaining the loss and notifying the Administrative Services Division or the supervisor in charge at the time the loss is discovered.
2. Any employee who discovers that a departmental property item has been stolen, either while at work, at the employees home, or any other time and location shall immediately document the circumstances by preparing an information report explaining the theft and notifying the Administrative Services Division or the supervisor in charge at the time the theft is discovered.

D. DYSFUNCTIONAL DEPARTMENTAL PROPERTY

1. Any employee who is issued departmental property that ceases to function properly, such as flashlight, handcuffs, computer, etc. will report the problem to the Administrative Services Division or the supervisor in charge at the time the problem is discovered.
2. The Administrative Services Division or supervisor in charge will replace any dysfunctional departmental property as quickly as possible after the problem is discovered.
3. Any time that a piece of departmental property is determined to be dysfunctional and is subsequently transferred to surplus or disposed of according to city policy, the supervisor in charge of the transfer or disposal will be responsible for documenting this information for inventory purposes.

4. Documentation of transferred or disposed property, other than forms required by the city administrative office, will consist of a departmental memo directed to the Chief of Police. The memo will include the following information:
 - a. Property item
 - b. Date and time the property item is discovered to be dysfunctional.
 - c. Name of employee who was assigned the property or if not specifically assigned, who discovered the problem.
 - d. Model/serial number or any other identification number assigned to the property in question.
 - e. Describe the problem with the property in question.
 - f. Signature and printed name of supervisor.
 5. A record, for inventory purposes, will be kept of all disposed or transferred property. These records will be filed as directed by the Chief of Police.
- E.** The Chief of Police will be responsible for the strict enforcement of this section.