

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 05/31/2014	Supersedes Policy Dated: 06/30/2012	Rescinds:	SOG Number: 304.4
Accreditation Index: 17.5.2			
Part Title: Support Services		Chapter Title: Facilities and Equipment	
Chief of Police:			

Agency Owned Property

I Policy

The Springfield Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. The overall responsibility for the department's inventory of equipment lies with the Quartermaster, however, all employees are expected to properly care for equipment and materials assigned to them.

II Definitions

Non-expendable Property – An item with a useful life of more than one year, and value of \$200 or more.

III Procedure

1 INVENTORY OF EQUIPMENT AND SUPPLIES

1.1 The Fleet and Equipment Supervisor will assume the role of the Department Fixed Asset Coordinator and will account for and inventory the department's fixed assets based on the standards as set by the City of Springfield Purchasing Department.¹

1.1.1 This inventory will include, at the minimum, an identification number (if available), an identification tag, a description, and the place or person to whom it is assigned.

¹ Section 1.1 change Technical Services Supervisor to Fleet and Equipment Supervisor, per Policy Change Order 14-042, Effective Date 05/31/2014.

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- 1.1.1(a) The Bureau Commanders will be responsible for reporting all changes in assignment, location, or disposition of the listed property to the Quartermaster who shall update the records on the item.
- 1.1.2 When instructed by Finance the Quartermaster shall supply each Bureau Commander with a printout of all listed property assigned to their bureau.
- 1.1.3 That Bureau Commander shall then reconcile the list with property in his command within 30 days and shall submit that information to the Quartermaster for final updating.

2 EQUIPMENT AND SUPPLIES

- 2.1 The Quartermaster will maintain a system for documenting the assignment of equipment to each employee.
 - 2.1.1 Items may include non-expendable property, personal equipment, uniforms, and unusual or specialty equipment.
 - 2.1.1(a) Examples of items assigned can include, but are not limited to, firearms, radios, impact weapons, keys, body armor, traffic vests, and radar units, etc.
 - 2.1.2 Replacement of non-expendable items which become unserviceable will require that the item be exchanged, repaired, or taken out of service.
 - 2.1.3 Non-expendable items which have been returned to the Quartermaster shall be reissued as needed.
- 2.2 Expendable items in general use may be obtained from the Quartermaster by contacting the Quartermaster directly or by submitting a request via e-mail describing the item(s) and quantity needed.
- 2.3 The acquisition of unusual or special order items requires written authorization by a commanding officer.
- 2.4 The Quartermaster will follow the rules established by the city purchasing agent in the acquisition of all equipment and supplies.

3 RESPONSIBILITY FOR ASSIGNED OR ISSUED EQUIPMENT

- 3.1 Employees are required to take proper care of all equipment and supplies entrusted to their use or custody.
 - 3.1.1 Abuse, misuse, or negligence will result in appropriate disciplinary action.
 - 3.1.2 Employees may be held civilly, criminally, and financially liable for failing to produce assigned equipment when directed to do so.

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- 3.2 Employees will be responsible for the security of assigned equipment and will not allow others to take possession of their equipment.
 - 3.2.1 Exceptions: Equipment assigned to a Bureau/Division/Section/Unit may be used by employees within that work group at the discretion of the appropriate supervisor.
- 3.3 Ordinary wear-and-tear which causes problems with the serviceability of equipment shall be reported to the Quartermaster whenever discovered by an employee.
- 3.4 Loss, theft, or damage to non-expendable property shall be reported to their immediate supervisor at the time of loss, theft, or damage.
 - 3.4.1 The employee in control of the item at the time of the loss, theft, or damage must complete an IDC detailing the occurrence and submit it through the chain-of-command to the Bureau Commander.
 - 3.4.2 The Bureau Commander will review the IDC, along with any other information pertaining to the incident, and make a determination as to whether abuse, misuse, or negligence was involved.
 - 3.4.2(a) The Bureau Commander will forward a copy of this IDC to the Quartermaster.
 - 3.4.3 If an item is lost or stolen that requires de-activation (cell phones, access cards, radio, etc.), the supervisor shall take steps to ensure that such de-activation is completed as soon a practical.

4 RETURNING OF ASSIGNED EQUIPMENT

- 4.1 Transfers
 - 4.1.1 When an employee is transferred to another work assignment that requires different items of equipment, they shall turn in any equipment that is no longer required and/or be issued additional items as may be required in the new assignment. Prior to the transfer, the employee's immediate supervisor will direct the employee to the Quartermaster to accomplish this task.
 - 4.1.1(a) Equipment that is assigned by the Quartermaster directly to an employee shall only be returned to the Quartermaster.
 - 4.1.1(a.1) Equipment shall not be turned in to a supervisor, FTO, or fellow employee.
 - 4.1.2 Equipment issued or assigned to a Unit or Section and then to the employee (i.e. NET, SRT, Training, etc.) shall be returned to the unit supervisor.
 - 4.1.2(a) The unit Commander/Supervisor shall be responsible for ensuring that the assigned equipment is retrieved and

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available for redistribution to other personnel within that Bureau/Division/Section/Unit.

- 4.2 Returning of equipment due to exceptional circumstances.
 - 4.2.1 At any time, the Chief of Police or his designee may direct an employee turn in any or all pieces of agency owned equipment. Such circumstances may involve, extended periods of time away on city business, on-going investigations involving an employee, etc.
 - 4.2.2 Leave of absence longer than 90 continuous days.
 - 4.2.2(a) An employee taking a foreseeable leave of absence lasting longer than 90 continuous days will turn in all issued badges, firearms, taser and taser accessories, radio and radio accessories, batons, and take-home vehicles, etc to the quartermaster prior to leaving to be held for safe keeping or reissue during the employees absence. (i.e. Military deployment) Prior to the leave of absence, the employee's immediate supervisor will direct the employee to the Quartermaster to accomplish this task.
- 4.3 Separation from employment.
 - 4.3.1 When any employee is separated from City employment, for whatever reason, they shall be responsible for returning any and all assigned equipment and unused expendable supplies to the Quartermaster and unit supervisor if applicable, on or prior to their last day of work.
 - 4.3.2 Upon notification of separation from city service, the employee's immediate supervisor will obtain a complete record of the employee's electronic file of issued equipment prepared by the Quartermaster. The supervisor shall provide a copy of the list to the employee for preparation of returning assigned equipment.
 - 4.3.3 It is the responsibility of the employee's immediate supervisor to ensure all agency owned equipment is returned prior to the employee ending their last day of work.
 - 4.3.3(a) The supervisor shall have the authority to take steps to recover equipment that is not accounted for.
 - 4.3.4 The Quartermaster shall check off from the prepared list, each item as it is returned.
 - 4.3.5 Supervisors will be cognizant of the fact that an employee may have equipment assigned by special units (i.e. SRT, Hostage Negotiation, K-9, etc.) that will need to be returned to the respective units.
 - 4.3.6 Officers assigned Take-Home vehicles will have the vehicles cleaned and ready for re-issue.

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- 4.3.6(a) Supervisors shall inspect such vehicles prior to the employee ending their last workday.
 - 4.3.7 A copy of the employee's electronic file of issued equipment will be turned in to the Chief's Office as a record in the employee's personnel file.
- 5 MAINTAINING FOR OPERATIONAL READINESS (CALEA 17.5.2)
 - 5.1 Each unit or individual is responsible for operational readiness of their assigned equipment. This includes care and cleaning, preventive maintenance, repair, workability, and responsiveness.
 - 5.2 Operational readiness of shelved items will be maintained by these respective units. ²
 - 5.2.1 RADAR Equipment – Fleet and Equipment Unit
 - 5.2.2 Breathalyzer – Traffic Unit
 - 5.2.3 Fleet – Fleet and Equipment Unit
 - 5.2.4 Radios – Fleet and Equipment Unit
 - 5.2.5 Weapons – Range Coordinator
 - 5.2.6 Computers – Information Systems
 - 5.2.7 Cellular Phones – Support Operations Section Administrative Assistant
 - 5.2.8 Miscellaneous – Fleet and Equipment Unit
 - 5.2.9 Specialized Equipment – SRT
- 6 DISPOSAL OF EQUIPMENT AND SUPPLIES
 - 6.1 All disposal, surplus, trade, or sale of agency owned property must adhere to established procedures of the Finance Department.
 - 6.2 Surplus Property
 - 6.2.1 Any agency owned equipment or supplies no longer needed, used by, or considered of value to the SPD shall be transferred to the city's surplus property storage section for use by other city agencies.
 - 6.3 Direct Disposal
 - 6.3.1 The Quartermaster may dispose of items that have been damaged beyond reasonable cost of repair or to a degree that they are no longer usable, upon the approval of the appropriate Bureau Commander.
 - 6.4 Trade, Transfer, or Sale of Agency Owned Equipment
 - 6.4.1 Agency owned equipment or supplies can be traded to a vendor for new or replacement equipment or supplies when deemed appropriate by the

² Sections 5.2 through 5.2.9 minor grammatical correction, revised unit names, deleted pagers, per Policy Change Order 14-042, Effective Date 05/31/2014.

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Bureau Commander responsible for the equipment or supplies to be traded.

6.4.2 Trades or sales to other agencies of agency owned equipment or supplies must be approved by the Chief of Police.

6.5 Transfer to personal ownership

6.5.1 At no time shall any agency owned equipment or supplies (whether in current service, surplus items, or destined for disposal) be transferred to any individual city employee, or to any other person, for personal use, without the approval of the Chief of Police.

IV Attachments