
Equipment Policy

701.1 PURPOSE AND SCOPE

The purpose of this order is to establish an accurate and consistent method of ordering, inventorying and accounting for the equipment and uniform items issued by the Department, to all employees and volunteer personnel of the Merced Police Department.

- (a) The property division shall maintain an inventory of all equipment and uniform items issued to employees in the computer database.
- (b) The inventory shall be referred to as the Employee Equipment Inventory. The information shall:
 - 1. Be stored in the computer database and
 - 2. Will also be printed out, signed by the employee and stored in the employees file in property.
- (c) Each time a change is made to an employee's equipment a new entry will be made in the database and a hard copy will be printed for the employee to sign and then be stored in their file, in property.

701.2 PROCEDURE

- (a) When an employee begins work with the Department, it will be the responsibility of the property division to provide the Department issued equipment to the employee, with exception of the duty gun and department badges. (see c & d)
 - 1. As equipment and uniform items are issued to the employee they shall be entered in the computer database, including serial numbers, when appropriate.
 - 2. Upon completion of the initial issue of equipment the Equipment list shall be printed out, signed by the employee and then placed in the employee's file in property. It is the employee's responsibility to review the equipment list for accuracy. Any mistakes shall be corrected immediately.
 - 3. Duty Guns shall be issued by the Range-Master, in accordance with § 700.2 (1) (a) & (1) (b). The Range-Master shall also be responsible for the inventorying of all other Department firearms.
 - 4. Badges shall be issued by though the office of the Chief, in accordance with § 700.2 (1)(a) & (1) (b).
- (b) When an employee moves into a position that requires the issuance of additional equipment they shall follow the above procedure to obtain the necessary equipment. The only exception shall be the S.W.A.T. team. The S.W.A.T. team Commander shall be responsible for the issuance of equipment to S.W.A.T. team members in accordance with 700.2 (1)(a) & (1) (b).

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- (c) Updating of the Employee Equipment Inventory shall be done by the property division, and will take place on an ongoing basis as new items are issued, or upon the return, replacement, or loss of an existing item. Each time updating takes place a new copy of the equipment list, reflecting the changes, shall be signed by the employee and placed in their file in property.
- (d) It shall be the responsibility of the employee to notify the property division of the loss or damage of any equipment item using the Request for Equipment Replacement form.
- (e) Property damaged in the line of duty will be documented in a police report. A copy of the report will be attached to the Request for Equipment Replacement form.

701.3 ORDERING OF EQUIPMENT

- (a) Ordering of all equipment shall only be done by the Division Designee.
 - 1. Each unit that needs equipment ordered shall forward their order to the Division Designee, and will then be notified when the equipment has arrived and been appropriately accounted for.
- (b) Once received, packages shall be forwarded to the Property Division and each piece of equipment shall be logged into inventory. The inventory slips shall be forwarded to the Office of the Chief of Police.
- (c) Once the equipment is logged into inventory it shall be available to be issued to department employees, as needed.

701.4 CARE AND MAINTENANCE OF DEPARTMENT EQUIPMENT

- (a) Department employees are expected to properly care for and maintain Department equipment issued or entrusted to them.
- (b) Employees may also suffer occasional loss or damage to personal or Department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.
- (c) An employee's intentional or negligent abuse or misuse of Department issued equipment may lead to discipline including, but not limited to, the cost of repair or replacement of the item.
- (d) The use of damaged or unserviceable Department equipment should be discontinued as soon as practical and shall be replaced with comparable Department property as soon as available.
- (e) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.
- (f) In the event that any Department equipment becomes damaged or unserviceable, the employee is responsible to return the equipment to property for replacement.

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- (g) When an issued equipment item is lost, a Request for Equipment Replacement form shall be prepared by the employee explaining the loss of the equipment. This form must be approved by an immediate Supervisor before the equipment is replaced. The Request for Replacement form shall remain in the employee's file in property.
- (h) All Equipment that is broken or worn out will be considered surplus and must be sent to Purchasing Department for proper disposal. All items sent to Purchasing shall also be documented in the computer.

701.5 EMPLOYEE DEPARTURE, RETURN OF EQUIPMENT, AND CLOSING OF THE INVENTORY

- (a) Upon the resignation, retirement, or termination from employment with the City of Merced Police Department an employee shall return all issued equipment and uniform items to the property division, during their business hours.
- (b) The property division will check in all items received in the computer database, reflecting the date all issued items were turned in, and print out a copy for the employee to sign. The signed Equipment Inventory list shall then be forwarded to the employee's file.
- (c) Employees who do not return all of the equipment issued to them, the Finance Department shall be notified and will seek reimbursement from the employee.
- (d) Items that are returned in serviceable condition shall be available to be issued to other employees.

701.6 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper city form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Division Captain which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by the staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

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701.6.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

701.7 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, whether in or outside the jurisdiction of the City of Merced, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.