

## EQUIPMENT

### PREAMBLE:

Accountability for Omaha Police Department (OPD) equipment relates directly to public safety. Certain OPD equipment is subject to misuse in the wrong hands, and exceptional care should be taken while carrying and storing OPD equipment.

### POLICY:

It is the policy of the Omaha Police Department (OPD) for all employees to store and maintain Department Equipment in a state of operational readiness. Employees who are issued Department Equipment are responsible for the upkeep and return of the equipment. Employees will use the Police Equipment – Accountability Form ([OPD Form 24](#)) to document equipment that is damaged, lost, stolen, or in need of general maintenance.

### DEFINITIONS:

Department Equipment: All equipment owned by the OPD and maintained in a state of operational readiness, including Temporary Issue Equipment, Organizational Equipment and Sensitive Equipment.

Operational Readiness: Maintenance of equipment by providing proper care and cleaning, preventive maintenance, repair, workability, responsiveness and proper storage and accountability.

Organizational Equipment: Equipment of a more personal nature issued by the Police Supply Unit for either the duration of an employee's career or while assigned to a specific Unit, Section or Bureau. This equipment remains the property of the OPD. Examples include: pagers, cell phones, department issued duty gear, uniforms, department issued companion gear, body armor, and recording devices.

Sensitive Equipment: Any equipment which can be used to impersonate an employee, radios (which compromise operational integrity), and weapons. Other examples are police ID, badges, raid jackets, uniforms, ballistic vests, leather gear, keys, handcuffs, and vehicles.

Temporary Issue Equipment: Equipment used by employees during their duty shift. Examples include: speed measuring devices (Radar/Lidar), portable radios, shotguns, and vehicles (motorcycles, marked and unmarked cars).

### PROCEDURE:

#### I. Responsibilities

- A. Each unit is responsible for the operational readiness of its assigned equipment.
  1. Certain Department Equipment and Organizational Equipment are the responsibility of specific units or employees within the department for repair or replacement. The following units are responsible for the listed Department Equipment:
    - a. Police Supply Unit: Companion Equipment (Handcuffs, batons, mace, etc.), Radios, Uniforms, and speed measuring equipment (Radar/Lidar).
    - b. Forensic Investigations Unit: Breath testing equipment.
    - c. Fleet and Facilities Coordinator: Fleet vehicles and in-car video cameras.
    - d. Emergency Response Unit (ERU): Special weapons and specialized equipment used by the ERU and/or other OPD units.

- e. Training Unit: Shotguns.
  - f. Information Technology Unit: Computers, Mobile Video Recorders, and Body Worn Cameras.
  - g. Narcotics Unit: Surveillance/Undercover equipment.
- B. Employees are responsible for the upkeep and return of all property issued to them.
- 1. In the case of lost or damaged Temporary Issue Equipment, the precinct/section captain will make a determination as to whether or not the employee violated policy. In instances of theft or gross negligence by an employee, the employee may be responsible for reimbursement of the item and/or subject to disciplinary or criminal action.
  - 2. When an OPD employee retires, resigns or is terminated for cause, the employee is required to turn in to the Supply Unit all equipment and uniforms issued to the employee by the OPD.
- C. All employees will properly store and safeguard Department Equipment.
- 1. Sensitive Equipment may be targeted for theft by criminals and/or terrorists. Because of the nature of these items, greater care should be taken in safeguarding them from theft.
  - 2. Simply locking Sensitive Equipment in the passenger compartment of a vehicle will not be considered sufficient security, because it is too easy to break the glass and steal the items inside. Under those circumstances, an employee may be considered to have violated policy if the items were stolen. Reasonable alternatives would include locking the items in the trunk or a metal lockbox secured to the vehicle (as in a SUV).
- D. Employees are required to turn in Organizational Equipment to the Police Supply Unit when they transfer to another unit, resign, retire or upon termination of employment.
- 1. When an employee transfers from one bureau/section/unit to another which requires different types of equipment, the employee will turn in the equipment that is no longer necessary in the new assignment. Equipment required for the employee's new obligations and position will then be issued.
  - 2. Organizational Equipment lost during the employee's career due to a policy violation must be replaced at the employee's expense.
  - 3. Organizational Equipment not accounted for at the time of an employee's resignation, retirement or termination must be replaced by the employee.
  - 4. The Police Supply Unit will maintain an up-to-date list of equipment costs.
  - 5. When an employee's loss of police equipment is determined to be related to a violation of policy, the employee will:
    - a. Pay the amount of the loss to the Police Supply Storekeeper. The employee will then receive the white customer copy of the billing "Receipt" (Finance Department Form LGFS-K89).
    - b. If the employee is terminating employment, a Clearance Slip Form ([OPD Form 141](#)) will be issued by the Police Supply Unit.

- (1) Reimbursement for lost property must be received by the Police Supply Unit prior to issuance of [OPD Form 141](#).

**NOTE:** The City of Omaha may take action against individuals who fail to return or reimburse OPD for equipment and/or property at the end of their employment.

- (2) The Police Supply Unit will forward the [OPD Form 141](#) to the Police Personnel Unit.

E. The Police Supply Unit is responsible for the maintenance of accurate records of all Temporary Issue and Organizational Equipment issued directly to employees. The Police Supply Unit will:

1. Verify that all equipment and property is returned and/or accounted for in OPD inventory/records.
2. Provide employees a Clearance Slip Form ([OPD Form 141](#)).

## **II. General Maintenance of Department Equipment**

A. When Department Equipment is found to be in need of maintenance due to normal wear and use, the employee shall:

1. Complete a Police Equipment – Accountability Form ([OPD Form 24](#)).
2. Submit the completed form and equipment in need of maintenance to their supervisor or the appropriate location (e.g., the City of Omaha Vehicle Maintenance Shop) for repair and/or replacement.

B. No further investigation is required if the equipment is inoperable due solely to the malfunctioning of the equipment resulting from normal wear or use (e.g., MVR transmitter no longer works, brakes need to be replaced on vehicle, etc.).

## **III. Damaged, Lost, or Stolen Department Equipment**

A. When Department Equipment (including vehicles) is damaged or found to be damaged due to circumstances beyond normal wear or use, or has been lost or stolen, the employee shall immediately:

1. Complete a Police Equipment – Accountability Form ([OPD Form 24](#)) and other appropriate reports to document the incident involving the equipment.
2. Submit [OPD Form 24](#) and other appropriate reports to the reviewing supervisor.
3. Turn over damaged items (if applicable) to either the reviewing supervisor or appropriate location, such as the City of Omaha Vehicle Maintenance Shop.

B. Each Police Equipment – Accountability Form ([OPD Form 24](#)) submitted under these circumstances will be evaluated by the employee's immediate supervisor for an initial opinion of whether or not the employee who damaged or lost the equipment violated policy.

1. The employee's immediate supervisor shall:
  - a. Conduct an investigation.
  - b. Record the investigation and opinion(s) on an Inter-Office Communication.

- c. Attach a copy of the [OPD Form 24](#) and any other investigative reports to the Inter-Office Communication.
  - d. Forward the investigation via chain of command to the employee's precinct/section captain.
- 2. The precinct/section captain will conduct a final review to determine whether or not there was a policy violation.
  - a. If a policy violation is found, the precinct/section captain will consult with the respective bureau deputy chief to determine whether one of the following actions will be completed:
    - (1) A line investigation which, upon completion, will be forwarded to the Internal Affairs Unit for consideration by the Chief of Police.
    - (2) An Internal Information Report ([OPD Form 46](#)) and a copy of the [OPD Form 24](#) will be forwarded to the Internal Affairs Unit for consideration by the Chief of Police.
    - (3) In instances of theft or gross negligence by an employee, the employee may be responsible for reimbursement of the item and/or subject to disciplinary action.
    - (4) Reimbursements will be submitted to the Police Services Bureau (PSB) Deputy Chief via the employee's immediate supervisor.
  - b. If no policy violation is found, the equipment will be replaced by the City at no cost to the employee.

#### **IV. Equipment Repair/Replacement**

- A. The unit lieutenant, manager, or administrative sergeant will work with the Fleet and Facilities Coordinator and/or the Police Supply Unit to determine whether or not equipment or vehicles will be repaired or replaced, and will forward a copy of the [OPD Form 24](#) to the Police Supply Unit for inventory purposes.
  - 1. The following factors should be considered:
    - a. The item's time in service.
    - b. Whether or not the damaged/inoperable equipment is soon to be obsolete or removed from service.
    - c. Prior repair costs.
    - d. Departmental needs.
  - 2. If the item(s) will not be repaired or replaced, the item(s) should be removed from all departmental and/or precinct/unit equipment inventory lists as appropriate.

#### **REFERENCES:**

##### **I. Previous OPD Orders**

- A. Previous General Orders include the following: #29-75, 33-84, 6-91, 72-94, 19-00, 85-00, 38-03, 43-13, 23-14, 15-16, and 79-17.

## **II. Accreditation Standards**

- A. CALEA Accreditation standards 17.3.1, 17.5.1, 17.5.2, and 17.5.3 are relevant to this policy.

## **III. Other**

- A. PPM Monthly Update #6-2018 and #3-2020.