



Town of Lexington

Police Department

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| Subject: Agency Property | |
| Effective Date: 11-1-2011 | Review Date: Annually |
| By Order of: Mark J. Corr, Chief of Police | |

Policy & Procedure

17C

GENERAL CONSIDERATIONS AND GUIDELINES

The law enforcement profession requires many different types of equipment and property to successfully carry out its mission. The Lexington Police Department is committed to providing its members with equipment that will aid them in servicing the needs of the community and protects them while they engage in their duties. This will include researching the newest trends, properly maintaining existing equipment, keeping a thorough inventory, and making purchases responsibly. This policy outlines the management of Department property.

PROCEDURE

A. Types of Property

1. **Facility**; this includes the structure and the systems used in daily operation (i.e. climate control, plumbing, lighting, doors, windows, security cameras.)
2. **Fleet**, this includes both marked and unmarked cruisers, motorcycle, motorcycle trailer, programmable message boards, speed trailers, and bicycles.
3. **Individual** personnel equipment, this includes any equipment issued to Department members (i.e. patrol, parking control officer, animal control officer, mechanic, support staff etc.).

B. Management of Property and Equipment

1. The Chief of Police is responsible for all aspects of the Department's property and equipment. Through the Chief, the Captain of Administration will manage the program and will coordinate with other personnel in the Department. These include but are not limited to the following positions:
 - a. Quartermaster
 - b. Office Manager
 - c. Mechanic
 - d. Armorer / Range Officer
 - e. Parking Control Officer
 - f. Others as designated

C. Issuance and Retrieval of Property

1. Officers and Department members are issued equipment and uniforms necessary for their particular assignment.
2. Upon separation of duty, or when otherwise ordered, officers and employees shall return to the Quartermaster, all Department property that was previously issued. See also **22B – Uniforms**.

D. Inspection and Maintenance

1. Department members are required to inspect all equipment prior to its use.
 - a. Equipment damaged or in need of repair shall be documented and reported to a Commanding Officer. Damage to a police cruiser or cruiser equipment will typically be recorded on gas slips. See also **41U - Police Vehicle Operations**.
 - b. In the case of missing, damaged or inoperable equipment that may impede work or endanger another person, a supervisor shall be notified immediately. A determination will then be made on whether the equipment can be used or should be put out of service.
 - c. The Commanding Officer shall determine if damaged equipment requires immediate notification, or can wait until regular business hours (i.e. on call Facilities supervisor, service contracts, etc.)
 - i. Examples of equipment or property needing immediate notification would be major building issues such as no heating, no water, or lack of cooling to sensitive electronic equipment such as phone and data service.

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- ii. When possible, equipment or property should be swapped with similar equipment and the faulty equipment taken out of service until normal business hours. As part of the notice for repair, include notice that equipment was swapped.
 - 2. Responsibility for maintenance of equipment varies depending on each item.
 - a. Equipment issued to individual employees requires that each employee take responsibility for the proper use and maintenance.
 - b. Maintenance of agency equipment shall be managed by designated employees:
 - i. Mechanic (vehicles, bicycles, trailers, radar equipment)
 - ii. Armorer (firearms, range equipment)
 - iii. Parking Control Officer (meters)
 - iv. Information Technology Department (computers, printers)
 - c. Facility – the Department of Public Facilities oversees general maintenance of the building and property.
 - d. Specialized and or leased equipment may have service contracts; before repairs are attempted, please consult with the Office Manager.
 - 3. The Quartermaster shall, as a staff inspection function, conduct and require the inspection of uniforms, leather goods, and other issued equipment.
 - 4. The Armorer shall, as a staff inspection function, inspect and cause to be inspected the condition of firearms issued and authorized as well as ammunition carried by police officers in the performance of their duties. He/she shall also be responsible to ensure that an inventory of ammunition is completed semi-annually.
 - 5. The Mechanic will routinely inspect the condition of all police vehicles and follow-up on any problems identified on gas slips. The Mechanic will report to the Captain of Administration any significant damage or mechanical problems, whether or not they appear on a gas slip.
- E. Loss or Damage: All employees have the responsibility to report lost or damaged equipment or property.