



Abilene Police Department Operating Procedures

Subject: <i>Capital Assets/Departmental Issued Equipment</i>	Issued: 12/15/2015	TBP: 1.10, 1.11, 1.12	Number: B-6
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The purpose of this policy is to ensure adequate property control, accountability and a state of operational readiness.

Definitions:

Department Owned Property/Equipment - Department owned property or equipment shall include any property or equipment provided by or utilizing the funds of the City of Abilene.

Capital Assets- all firearms owned by the Department and all items over \$5,000.00 in value.

Operational Readiness - operational readiness shall include the care and cleaning, preventative maintenance, repair, workability and responsiveness of Department owned property and equipment.

Personally Owned Equipment - personally owned equipment shall include personal property or equipment carried or used by Department personnel.

Policy

It is the policy of the Department to properly equip employees with the essential property or equipment necessary for employees to perform their assigned duties in an effective, efficient and professional manner.

The Training Division will provide new officers with the equipment needed to safely perform essential patrol functions. The Training Division Commander shall be responsible for procurement, requisitioning and issuance of Department owned property issued to new officers.

An employee designated by the Chief of Police shall be responsible for procurement of replacement uniforms. The employee will maintain a list of uniform items purchased each year for individual officers.

Employees will be responsible for the maintenance, care and proper use of Department owned property, equipment and supplies assigned to them. No employee shall entrust city property to anyone to be used for any purpose, other than a legitimate law enforcement purpose, unless approved by the Chief of Police.

Accounting for Department Owned Capital Assets (TBP 1.10)

Annually, an employee designated by the Chief of Police will be responsible for inventorying Department owned capital property, equipment and assets, reporting in writing to the Chief of Police the results of the inventory.

During the inventory, the employee will account for all capital assets and all firearms owned by the Department.

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In the inventory report, the employee will list all Department owned property, equipment or assets damaged, lost or in need of replacement.

Approval for Personally Owned Property/Equipment (TBP 1.11)

The Department provides the majority of the officer’s property/equipment including uniforms, jackets, protective vests, rain gear, portable radios, electronic control device, duty weapons and ammunition.

The Department does not accept responsibility for loss or damage of personal items such as jewelry, designer clothing, sunglasses or other personal items.

Department Issued Property/Equipment (TBP 1.12)

All Department personnel are required to sign for any Department owned property or equipment issued to the employee.

The Training Division Commander or designee shall issue property and equipment to all new officers, keeping an accurate inventory of Department owned property/equipment. This property inventory will be filed in the employee’s personnel folder that is maintained in Police Administration. Subsequent Departmental issuances and records of property acquired through the Department’s vendor web-portal utilizing Department funds shall also be maintained in Police Administration.

Upon separation of employment with the city, the employee must return all department owned property to the Chief of Police or a designee. Returned items will be compared to all property inventories.

While a list will be maintained of issued uniform pieces, it is understood that through normal wear items will become unserviceable. An employee will be required to turn in all serviceable uniform items.

Employees shall be held accountable for any Department owned property assigned to them against intentional, careless or negligent damage, destruction, loss or theft.

- A. Employees must report, without delay, any damage or loss of Department owned property to their immediate supervisor. The supervisor, in person or in writing, will notify the appropriate Assistant Chief of Police of the circumstances.
- B. If the loss, destruction or damage is due to carelessness, negligence or the intentional abuse by and employee, corrective or disciplinary action may be warranted. The employee may be required to reimburse the City of Abilene for the property loss.