

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> DEPARTMENT PROPERTY	<b>Procedure:</b> General Order 8.5.1 CALEA 17.5.2	<b>Total Pages:</b> 3
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 08/02/2011	
	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department that each employee be responsible for the proper care and maintenance of departmental property that has been assigned to their care or keeping. Each employee shall promptly report to their chain of command any loss, damage, or unserviceable condition of such property. Rough or careless handling of such property shall not be tolerated and shall be made the subject of report by supervisors, who shall be responsible for strict enforcement of this directive.

**II. PURPOSE**

This written order establishes guidelines for the distribution, care, use, and maintenance of departmental property.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

Each officer is responsible for the care, use and maintenance of departmental property assigned to their care and keeping. It is the responsibility of supervisors to ensure that this directive is strictly adhered to.

**V. OWNERSHIP SPECIFIED**

All property issued by, or purchased with departmental funds, including the Uniform Allowance, belongs to the City of Florence.

**VI. SURRENDER OF DEPARTMENTAL PROPERTY**

At the conclusion of an employee's employment with the department, all departmental property shall be returned. Failure to return non-expendable items may result in an assessment against any wages due the employee.

**VII. DAMAGE RESPONSIBILITY**

When departmental property reflects evidence of damage not previously reported, the supervisor notified of the damage shall initiate an investigation to determine responsibility.

**VIII. EQUIPMENT/VEHICLE USE**

- A. City owned equipment is provided for performance of official duties only and shall not be used for personal business or pleasure, except as provided for in established directives, or by authority of the Chief of Police.
- B. Officers that live within five miles of the police jurisdiction may elect to drive their assigned city vehicle home during their tour. If they reside outside the five mile boundary they may park their assigned vehicle at a location that is convenient for them but within the city. This location must meet particular standards for the safety of the vehicle and the safety of the public.

**IX. VEHICLE PASSENGERS**

Assigned vehicles may not be used to transport passengers other than authorized persons engaged in departmental activities, except as provided for in established departmental directives, or by authority of the Chief of Police.

**X. OPERATION OF CITY VEHICLES**

Employees who operate city vehicles are required to possess a valid U.S. drivers' license. City vehicles shall be operated in compliance with state traffic laws, city policies & ordinances, and departmental directives.

**XI. VEHICLE SECURITY**

Upon exiting any city vehicle and leaving it unattended, the key shall be removed from the ignition and the doors locked, unless extreme exigent circumstances require immediate exit from the vehicle without taking these precautions against theft.

**XII. ACCIDENTS INVOLVING CITY VEHICLES**

Personnel involved in an accident while operating a city vehicle shall immediately notify a supervisor within their chain of command. A supervisor will go to the scene, investigate the circumstances, and cause the proper reports to be prepared. Any employee involved in an "on the job" accident is required to follow the city's policy on submitting to post accident drug screens.

**XIII. ALTERATION OF DEPARTMENTAL PROPERTY**

Except for uniform alteration, departmental property issued to an individual shall not be altered or modified without written permission from the employee's commanding officer, or as provided for in department policy.

**XIV. DEPARTMENTAL ISSUED PROPERTY**

- A. OFFICERS:
  - 1. Anytime an item is issued to an officer for use, the item is placed on the officer's inventory list in his/her PIP file.
  - 2. If/When an officer turns the property back into his supervisor, the item is removed from the officer's inventory sheet in his/her PIP file.

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3. If/When an officer's employment with the department ends, all items listed on his/her inventory sheet in their PIP will be returned to the police department.
  4. Property purchased using the Uniform Allowance may not be listed on the inventory sheet; however, these items are tracked through Spillman, and will be returned to the department upon the conclusion of one's employment with the City.
- B. UNITS:
1. Assets that are assigned to specific units are recorded on the Asset Inventory list and tracked by the Support Services Sergeant.
  2. Those items are under the oversight of the supervising officer of the unit.

**XV. OPERATIONAL READINESS:**

- A. READINESS OF ASSIGNED EQUIPMENT:
1. It is the responsibility of each officer or unit to maintain all agency issued equipment in a state of operational readiness.
  2. As needed, officers or units should clean, repair, and maintain functional equipment in order to optimize its operational readiness.
  3. All equipment that is damaged or needs repair should be left at the desk and written up in the equipment write up book for needed repairs.
- B. READINESS OF STORED AGENCY EQUIPMENT:
1. It is the responsibility of the person or unit to which stored equipment is assigned to maintain the equipment in a state of operational readiness.
  2. As needed, the person responsible for stored equipment will be sure the equipment is cleaned and receives preventative maintenance, repair, or is otherwise maintained in good working order.
  3. All equipment that is damaged or needs repair should be written up in an equipment repair book.
  4. All stored equipment will be inspected at least quarterly.