

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: January 8, 2016

NUMBER: 1.23 - ADMINISTRATION

SUBJECT: DEPARTMENT EQUIPMENT ACCOUNTABILITY
PROCEDURES

RELATED POLICY: [1.23](#)

ORIGINATING DIVISION: OPERATIONS SUPPORT

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 1.23 – 08/01/2014

I. PURPOSE

This Department procedure establishes guidelines for the accountability of Department equipment and specifies individual and command responsibilities relating to the issue, replacement, and return of City equipment.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Various items of equipment are issued to Department employees based upon operational needs and requirements outlined in labor contracts. Issued equipment is for the employee's work-related use and remains the property of the City.

IV. DEFINITIONS

- A. Equipment Replacement Request form (PD-1022-FM) – the Police Department form required for the replacement of Department-issued equipment.

- B. High Control Items (HCI) - includes weapons and items which are relatively high in monetary value.
- C. Immediate Replacement - items that need to be replaced immediately in order for the employee to continue his/her responsibilities.
- D. Standard Replacement - items that do not need to be issued immediately and follow the normal replacement procedure.
- E. Standard Control Items (SCI) - includes items that are controlled, but are relatively low in monetary value, do not represent a security issue, and are not weapons.

V. **GENERAL PROCEDURES**

- A. Employees are responsible for the proper care and maintenance of issued equipment. Defective equipment will be replaced only on an exchange basis when originally issued equipment is lost, stolen, or beyond repair. Equipment may only be upgraded with permission of the commanding officer of the employee's assigned unit.
- B. Supervisors shall perform all required inspections of Department equipment pursuant to the Police Department Inspections Guide. Employees must present all Department-issued equipment to their immediate supervisor at that time.
- C. Employees who lose or damage equipment through gross negligence, willfulness or dishonesty may be held financially responsible for the repair or replacement cost of the item.
- D. In all cases where Department-issued equipment is lost, stolen, or damaged, an investigation will be conducted by a supervisor. An Equipment Replacement Request form (PD-1022- FM) will be signed by the employee's commanding officer approving the issue of replacement equipment.
- E. Generally, lost, stolen, or damaged equipment will be replaced after the employee presents an Equipment Replacement Request form (PD-1022-FM), signed by his or her commanding officer, to the issuing unit.
- F. In cases where lost, stolen, or damaged equipment must be replaced immediately, a supervisor will authorize the replacement. The issuing unit will then notify the employee's commanding officer via e-mail that the equipment has been provided and who authorized it. A copy of the e-mail will also be sent to the employee, the employee's supervisor, and Operational Support Administration.

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- G. Operational Support will maintain a supply of consumable safety equipment for issue to officers during normal working hours, Monday-Friday, 0600-1545 hours. If equipment is needed after normal working hours, a limited supply will be available at the Watch Commander's Office.
- H. If a member has a Streamlight product, Operational Support officers have been trained and equipped with necessary parts to repair the lights. During normal working hours (Monday-Friday, 0600-1545 hours), the lights can be brought directly to Operational Support. If a flashlight needs repair outside normal working hours, the equipment can be left at the Watch Commander's office with a note to Operational Support detailing the problem. A loaner light can be obtained from the Watch Commander while awaiting repairs.

VI. REPLACEMENT PROCEDURES AND RESPONSIBILITIES FOR LOST, STOLEN, OR DAMAGED EQUIPMENT

- A. An employee who needs to report lost, stolen, or damaged equipment will do the following:
 - 1. Notify his or her immediate supervisor;
 - 2. Prepare any necessary case or incident reports accounting for the lost, stolen, or damaged equipment;
 - 3. Provide the issuing unit with the necessary authorization; and,
 - 4. Take possession of the replacement item(s).
- B. Supervisors will investigate lost, stolen, or damaged equipment according to the following guidelines:
 - 1. In the case of Standard Control Items (SCI), the supervisor will:
 - a. Ensure that the employee provides the proper documentation of the loss or theft;
 - b. Conduct an investigation to determine the circumstances of the loss or damage;
 - c. Prepare an Equipment Replacement Request form (PD-1022- FM);
 - d. Ensure the commanding officer signs the PD-1022-FM form; and,
 - e. Give the approved form to the employee for presentation to the re-issuing unit.

- f. In instances where the supervisor determines that the equipment was lost or damaged due to employee abuse or negligence, the supervisor will notify his or her commanding officer.
 2. In the case of High Control Items (HCI), the supervisor will:
 - a. Ensure that the employee provides the proper documentation of the loss or theft;
 - b. Conduct an investigation and complete a written report to determine the circumstances of the loss or damage;
 - c. Prepare an Equipment Replacement Request form (PD-1022- FM);
 - d. Ensure the commanding officer signs the PD-1022-FM form; and,
 - e. Give the approved form to the employee for presentation to the re-issuing unit.
 - f. In instances where the supervisor determines that the equipment was lost or damaged due to employee abuse or negligence, the supervisor will notify his or her commanding officer.
 3. In the case of High Control Items (HCI) in need of immediate replacement, the supervisor will:
 - a. Authorize the issuing unit to issue the equipment and approve the employee's crime or incident report;
 - b. Complete a written investigation determining the circumstances of the loss or damage; and,
 - c. Complete an Equipment Replacement Request form (PD-1022-FM) and ensure that the commanding officer signs it.
- C. Commanding officers may be notified by either a supervisor or an issuing unit that an employee has lost or damaged some equipment that was/is in need of replacement.
 1. In the case of Standard Control Items (SCI), the commanding officer will:
 - a. Receive notification from a supervisor when he or she presents a completed investigation and an Equipment Replacement Request form (PD-1022-FM);

- b. Review the investigation and determine the presence or absence of employee negligence and financial responsibility;
 - c. Sign the Equipment Replacement Request form (PD-1022-FM) indicating his or her findings; and,
 - d. Return the Equipment Replacement Request form (PD-1022-FM) to the originating supervisor and a copy to Fiscal Operations.
2. In the case of High Control Items (HCI), the commanding officer will:
- a. Receive notification from a supervisor when he or she presents a written investigation and an Equipment Replacement Request form (PD-1022-FM);
 - b. Review the investigation and determine the presence or absence of employee negligence and financial responsibility;
 - c. Sign the Equipment Replacement Request form (PD-1022-FM) indicating his or her findings; and,
 - d. Return the Equipment Replacement Request (PD-1022-FM) to the originating supervisor and a copy to Fiscal Operations.
3. In the case of High Control Items (HCI) in need of immediate replacement, the commanding officer will:
- a. Upon notification that equipment has been issued, assign a supervisor to investigate the case;
 - b. Review the investigation and determine the presence or absence of employee negligence and financial responsibility;
 - c. Sign the Equipment Replacement Request form (PD-1022-FM) indicating his or her findings; and,
 - d. Send the Equipment Replacement Request form (PD-1022-FM) to Operational Support Administration.

D. Issuing Units

1. In the case of Standard Control and High Control Items, issuing units will:
 - a. Receive a signed Equipment Replacement Request form (PD-1022-FM) (or ARJIS-9 for missing identification cards) from an employee;

- b. Issue equipment in accordance with their unit procedures; and,
 - c. Send the Equipment Replacement request form (PD-1022-FM) to Operational Support Administration.
 2. In the case of High Control Items in need of immediate replacement, issuing units will:
 - a. Receive written approval (ARJIS-9 signed by a supervisor) from an employee seeking replacement equipment;
 - b. Issue equipment to the employee; and,
 - c. Notify the employee's commanding officer, Operational Support, and the employee's supervisor of the equipment issuance via e-mail.
- E. Operational Support Administration
 1. Maintains an archive of all Equipment Replacement Request (PD-1022-FM) forms; and,
 2. Forwards copies of all Equipment Replacement Request (PD-1022-FM) forms to Fiscal Operations when the employee's commanding officer indicates there is financial responsibility.
- F. Fiscal Operations
 1. Determines the replacement value of equipment, if reimbursement will be pursued;
 2. Notifies the employee of the expected reimbursement; and,
 3. Issues an invoice to the employee if payment is not received within ten days.
- G. The following is a list of issuing units, what they provide, and whether or not the item is a High Control Item (HCI) or Standard Control Item (SCI):
 1. Firearms Training Unit
Ammunition (SCI)
 2. Human Resources
 - a. Access Cards (HCI)

- b. Badges (breast badge and flat badge) (HCI)
- c. Identification Cards (HCI)

3. Operational Support

- a. Ballistic Vest (HCI)
- b. Body Worn Camera (BWC)(HCI)
- c. Cameras (Non-FET) (HCI)
- d. Cell Phones and Accessories (SCI)
- e. Cord Cuff Leg Restraint (SCI)
- f. CPR Mask (SCI)
- g. Field Mask/Respirator (HCI) (FROM CIMU)
- h. Firearms (HCI)
- i. First Aid Kit (SCI)
- j. Flashlight (HCI)
- k. Flashlight Batteries (SCI)
- l. Flashlight Charger (SCI)
- m. Handcuff Case (SCI)
- n. Handcuffs (with two keys) (SCI)
- o. Pager and Charger (SCI)
- p. Pepper Spray (HCI)
- q. Pepper Spray Case (SCI)
- r. Radios (with charger) (HCI)
- s. Riot Helmet & Shield (HCI)
- t. Shotgun Sleeve (SCI)
- u. Spit Sock (SCI)
- v. Straight Stick (HCI)
- w. Straight Stick Ring (SCI)
- x. Tasers (with case) (HCI)
- y. Taser Batteries (HCI)
- z. Taser Cartridges (HCI)
- aa. Thomas Brothers Map book (SCI)

4. Data Systems - New Technologies Unit

- a. Computer Accessories (SCI)
- b. Laptop Computer (HCI)

VII. EQUIPMENT RETURN PROCEDURE AND RESPONSIBILITIES

- A. An employee leaving the Department must obtain a separation package from Human Resources, which contains the Equipment Issue/Return List (“Green Sheet”). The package of separation forms is also available on the LAN system shared drive at F:\Human Resources\Department Separation Forms.

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- B. All issued equipment will be returned to the issuing unit responsible for replacing the item(s) in event of loss or damage. Refer to section VI. G. of this procedure for details.
- C. As issued equipment and property is returned to each listed location, it will be indicated on the employee's Equipment Issue/Return List.
- D. Upon return of all issued equipment and property, the separating employee will proceed to the Human Resources Unit, which coordinates the completion of the checkout procedure.
- E. If issued equipment is missing, the Human Resources Unit will forward the list of missing equipment to Fiscal Operations.
- F. Once notified, Fiscal Operations will determine the replacement value of the equipment and notify the employee. If reimbursement payment has not been received within ten days, the employee will be issued an invoice.

VIII. RETENTION OF DEPARTMENT-ISSUED FIREARM AND BADGE FOLLOWING SEPARATION

- A. Under certain circumstances, sworn personnel may retain or purchase their Department-issued service weapon when they retire. Eligible personnel would be those receiving a service retirement or a disability retirement. Personnel who are restricted at the time of their retirement from carrying a concealed weapon are not eligible for this benefit. The cost of the weapon is normally determined based on a ten-year depreciation schedule. Guns converted from found property or evidence cannot be sold or retained.

Employees seeking to retain their firearm should begin this process by obtaining a Weapon Purchase/Registration form, more commonly referred to as the "Brown Sheet" from Human Resources. This form is also available on the LAN system shared drive at F:\Human Resources\Department Separation Forms. To avoid complications, this process should be started several weeks prior to the retirement date. The Weapon Purchase/Registration form needs to be delivered to Operational Support for processing at least one week prior to the actual retirement date. Operational Support will process necessary Automated Firearm System (AFS) transactions to convert ownership to retiree. If a member fails to properly complete necessary paperwork prior to separation, they will not be eligible to retain their firearm.

- B. Under certain circumstances, personnel may retain their Department-issued badge(s) when they retire. If a retiring employee is interested in retaining their badge, they should contact Human Resources several weeks prior to their retirement date.