

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	<b>Chapter:</b> 500 - Evidence Control/Records	
<b>Directive:</b> 510.04 - Agency Owned Property		<b>Effective Date:</b> October 1, 2015
<b>Authorized by:</b> Chief Brandon Zuidema		<b>Last Revision:</b> July 1, 2015
<b>CALEA Standards:</b> 17.5.1, 17.5.2, 17.5.3		

### 510.4.1 - Purpose

To establish Department guidelines to govern Town-owned and Police Department assigned assets, equipment, and property.

### 510.4.2 - Policy

The policy of the Garner Police Department is to establish procedures for controlling, recording, and disposing of property acquired by the Department.

### 510.4.3 - Centralized Procurement of Department-Owned Property

The Administrative Lieutenant is charged with the responsibility for procurement of Department-owned property. This includes installed property, uninstalled property, general equipment, vehicles, munitions, and expendable items.

### 510.4.4 - Accountability and Distribution of Agency-Owned Property (17.5.2)

- A. Access to the Equipment/Assets Room is limited to the Quartermaster or his/her backup.
  - 1. The Quartermaster will be accountable for all agency-owned property. He/she will also be responsible for distribution, issuance, and reissuing of agency-owned property to authorized users.
  - 2. The Quartermaster will track all equipment issued on a short-term basis by using the Equipment Sign-Out Log (GPD form 510.4-A).
- B. Personnel requiring equipment will submit an *Equipment Request form* (GPD form 410.1-B) through the chain-of-command. Upon receipt the Quartermaster will issue the property as required.

### 510.4.5 - Personal Accountability

- A. In the event of the discovery of damaged, inoperative, or lost equipment, the discovering employee will immediately notify his/her supervisor. Documentation of damage or loss will be done in memorandum format and will be forwarded up the chain-of-command.
- B. In the event that Town property is found bearing evidence of damage, or is determined to be missing, it will be prima facie evidence that the last person using the property or equipment is responsible. Should damaged, lost, or destroyed equipment be the result of negligence, the responsible person(s) may be required to pay the cost of repairs or replacement (less depreciation) of the damaged or missing equipment.

**510.4.6 - Maintenance of Agency Owned Property (17.5.3)**

- A. It is the responsibility of the Quartermaster to ensure that assigned departmental property is stored in a state of operational readiness. Operational readiness will be interpreted to include care and cleaning, preventive maintenance, repair, and workability.
- B. It is the responsibility of the Quartermaster, or his/her backup, to ensure that the Department equipment necessary for unusual occurrences is maintained in a state of readiness and is inspected on a monthly basis. The monthly inspection will be documented on an *Operational Readiness Worksheet* (GPD form 510.4-B).
- C. It will be the responsibility of the employee to provide appropriate maintenance for all issued equipment assigned to them. The equipment will be maintained in a state of operational readiness.
- D. Employees' immediate supervisors will make periodic, unannounced inspections of that equipment and insure that the equipment is maintained in a state of operational readiness.

**510.4.7 - Inventory/Control (17.5.1)**

- A. All property procured by the Department with a value of \$5,000.00 or more is placed on a Fixed Assets Inventory list by the Finance Department and assigned to a location within the Department.
- B. All Divisions/Units will be responsible for conducting and forwarding an inventory once a year to the Quartermaster. Each Division/Unit will compare current inventory sheets to the most recently completed sheets and note any discrepancies.
- C. The Quartermaster will maintain a log, by employee, of all agency owned property assigned to an employee. It will be the responsibility of the Quartermaster to keep these logs current.

**510.4.8 – Surrender of Department Equipment**

Employees leaving the employment of the Department are required to turn in all issued uniforms and equipment to the Quartermaster. Uniforms are to be cleaned and pressed when returned. Failure to return Department property may require the employee to reimburse the Department for the replacement cost of the item.

**510.4.9 - Disposal of Property**

No property/equipment will be disposed of without prior authorization from the Quartermaster. The Department will only dispose of property/equipment through established procedures as outlined in N.C.G.S. section 160-A, Article 12.