


POLICY 110.1	POLICE SUPPLY	
	REVISED: 12/97, 8/00, 6/02, 10/02, 04/03, 08/04, 10/05, 03/10, 12/13	RELATED POLICIES:
	CFA STANDARDS: 17.05, 17.11, 22.02, 23.03, 24.05	REVIEWED: 08/04, 10/05, 03/10, 12/13

A. PURPOSE

The purpose of this policy is to describe some of the various pieces of equipment available from Police Supply. Further, this policy will explain the procedures for obtaining such items, reporting damage, the number of items to be issued, access to Police Supply and more.

B. ACCOUNTABILITY OF PROPERTY

1. Employees must present their Department identification card to the storekeeper for use with the quartermaster system.
2. All property signed out on a temporary basis must be returned to Police Supply at the end of shift. The employee will be held accountable for the return of the property.
3. If property is needed for a longer period, special arrangements shall be made with the Police Supply supervisor.

C. PROPERTY CONTROL CARD (Form Z-219)

1. This form shall be used to record the issue of any non-disposable property on a temporary (normally one shift) basis.
2. It shall be filled out by a Storekeeper and signed by the receiving individual.
3. The property is due back at the end of the shift and will be returned by the individual who signed it out.
4. Any issued property that is lost or damaged during the course of the shift shall be documented in an offense report or on a miscellaneous incident card. A copy of the paperwork will be forwarded to Police Supply.

D. MARKED VEHICLE ISSUE AND TURN-IN

1. After checking out a vehicle from the Keyper System and prior to going in-service with the vehicle, drivers will check for the presence of the following:
 - a. First aid kit
 - b. Biohazard kit

- c. Charged fire extinguisher
 - d. Emergency blanket
 - e. Rope
 - f. Package of paper towels
 - g. Isopropyl alcohol
 - h. Crime scene/police line tape
 - i. Inflated spare tire and jack
 - j. Supervisor's will have access to six orange traffic cones and six flares
2. Inspection:
- a. Drivers will also inspect the vehicle to verify all emergency lights, siren and public address system are operable, horn and brakes are in working order, tires have sufficient tread, the vehicle is free of all weapons or contraband and that the interior of the vehicle is clean. A visual inspection will also be made of all computer wiring, stands and installed equipment, as well as the exterior of the vehicle. If any item is not in working order or appears to be damaged in any way, the driver will return to Police Supply, document the problem on a repair ticket and have another vehicle issued to them.
 - b. If a weapon or contraband is found, the driver shall immediately contact their supervisor, enter the property into evidence and document the find in an offense report.
 - c. If obvious damage is found, the driver shall first check the vehicle log at Police Supply to determine if it has already been reported. If the damage has not been previously reported, the driver shall immediately contact their supervisor, photograph the damage, place the photographs into evidence and document the damage in an offense report.
3. Prior to return of the vehicle at the end of shift, it is the driver's responsibility to:
- a. Fill the vehicle with gas;
 - b. Remove any loose trash or discarded equipment;
 - c. Check the interior of the vehicle for contraband or weapons and, if found, enter same into evidence and add the appropriate criminal charges;
 - d. Resupply any items used or lost.

- e. All members who are issued Police vehicle keys from Police Supply are responsible for the return of the keys when securing at the end of their shift. It is the individual responsibility of the person who signed for the vehicle keys, to deliver the vehicle keys back to Police Supply. Police vehicle keys are not to be exchanged or issued by individuals other than those working in Police Supply.
4. All incidents of damage, vandalism, contraband, weapons or trash are to be reported to a supervisor at the beginning of the shift, unless an emergency prevents the reporting. In that case, the incident will be reported as soon as the emergency is over. Supervisors receiving complaints of this type will immediately begin an investigation to determine why the previous driver of the vehicle failed to report the problem, failed to find potential evidence or failed to clean out the vehicle. The failure by a driver or supervisor to perform any of the above may result in discipline.

E. VEHICLE DAMAGE

1. When a police vehicle receives damage as a result of a crash or otherwise (resisting prisoner, transporting evidence such as a bicycle, or for some other reason) it must be reported to justify the expenditure of repair monies. Non-crash damage will be reported in the original offense report. A copy of the report must be routed to the Police Fleet supervisor in Police Supply.
2. The Fleet Supervisor will insure that the report copy is forwarded to Risk Management.
3. It is the responsibility of each receiving individual member operating a pool vehicle to inspect their vehicle for damage at the beginning and end of their shift.
 - a. If any damage is found, the employee shall first check with Police Supply to see if the damage has been previously noted on the vehicle damage card.
 - b. If the damage has not been noted, the individual will notify their supervisor immediately.
 - c. It will be the responsibility of the supervisor to investigate unreported damage and to see that an offense report or miscellaneous incident card is initiated.
 - d. The new damage will be entered on the vehicle damage card along with the date it was discovered and the report number.
 - e. In the course of reviewing all offense reports, supervisors should note any damage, which occurred in the normal course of duty (e.g. prisoner resisting arrest, bicycle in trunk) and forward a copy of the report to Police Supply.

F. EQUIPMENT

1. Permanently issued items will be issued during the first few days of employment at the Department during the hours of 0800 to 1600, Monday through Friday only. Emergency replacement of lost or inoperable items shall be made 24 hours a day. Uniforms that are merely worn out shall be submitted to Police Supply and replaced on a one-for-one basis within three days.

a. New Employee Issue - Police Officer

- (1). Four (4) pair trousers (Dark Blue)
- (2). Four (4) short-sleeve shirts (Dark Blue)
- (3). Two (2) long-sleeve shirts (Dark Blue)
- (4). One (1) tie
- (5). One (1) police officer badge
- (6). One (1) set "FLP" collar emblems
- (7). One (1) set Leather (belts, holster, loader case, handcuff case, nightstick holder, keepers and radio holder)
- (8). One (1) jacket
- (9). One (1) flashlight
- (10). One (1) rainsuit
- (11). One (1) pair rubber boots
- (12). One (1) radio with microphone
- (13). One (1) fingerprint kit
- (14). One (1) citation holder
- (15). One (1) body armor (vest)
- (16). One (1) baseball cap with FLPD emblem
- (17). One (1) nightstick
- (18). One (1) reflective vest

b. New Employee Issue - Public Safety Aide

- (1). Four (4) pair trousers (Dark Blue)

- (2). Four (4) short-sleeve shirts (Light Blue)
 - (3). Two (2) long-sleeve shirts (Light Blue)
 - (4). Seven (14) Police Aide emblems for sleeves
 - (5). One (1) jacket without lettering
 - (6). One (1) police aide badge
 - (7). One (1) set "PSA" collar emblems
 - (8). One (1) rain suit
 - (9). One (1) set Leather (belts, keepers and radio holder)
 - (10). One (1) pair rubber boots
 - (11). One (1) radio with microphone
 - (12). One (1) fingerprint kit
 - (13). One (1) citation holder
 - (14). One (1) baseball cap with FLPD emblem
 - (15). One (1) reflective vest
2. Mounted Unit Officers shall be issued dark blue campaign hats. They shall wear them when appropriate.
 3. Equipment in need of repair shall be submitted to Police Supply accompanied by a repair ticket detailing the malfunction (e.g. radios, vehicles).
 4. Office equipment such as computers, typewriters and copiers generally have service contracts and malfunctions should be reported to the unit's secretary for repair.
 5. Damaged or lost property shall be documented in an offense report or miscellaneous incident card at the time it is discovered. A copy of the report shall be forwarded to Police Supply the same day.
 6. Police Supply maintains a modest amount of ammunition for the emergency replacement of service ammunition only. Such issues shall be made 24 hours a day with written authorization from a supervisor.
 7. Riot gear will be stored in large black canvas bags. Bags are to be signed out as needed. Each bag shall contain, in functional order:
 - a. One (1) riot shield

- b. One (1) gas mask
 - c. One (1) riot helmet
8. Gas canisters are stored in the FLPD basement supply room and are available as needed.
 9. Upon termination of employment, all property issued by the Department (including identification cards, door cards and parking stickers) shall be returned to Police Supply. The City will hold the final paycheck pending return of all issued property.

G. GUNBELT

1. When these items are lost, damaged or worn out, the user will complete a request for replacement and submit it to Police Supply.
2. The old equipment will be returned upon receipt of the new.

H. LOANER RADIOS

1. Police Supply maintains a stock of loaner radios for the temporary use of all personnel.
2. These radios are to be signed out on a Property Control Card for one shift only and will then be returned to Police Supply.

I. LOANER WEAPONS

Officers in need of a loaner weapon are referred to Policy 114.4, Range, for appropriate instructions.

J. PROPERTY ROOM

1. Entry into the property room will be prohibited unless authorized by the Police Supply supervisor and then only between the hours of 0800 and 1600, Monday through Friday.
2. Entry at any other time will be by supervisory personnel only.

K. LICENSE TAGS ON POLICE VEHICLES

1. Confidential tags will be deployed only on vehicles used for undercover police operations, on vehicles assigned to Department managers and on other vehicles as determined by the Chief of Police, his designee or the Administrative Support Captain, Supply/Records Section.
2. All other unmarked police vehicles will have a yellow City tag affixed.
3. All marked police units will have a yellow City tag affixed.

4. Tags that are assigned to any police vehicle will not be removed or swapped from one vehicle to another without prior approval from the Chief of Police or his designee.
5. Supervisors assigned to individual units that also have vehicles assigned to them will be responsible for inspecting those vehicles on a periodic basis to ensure the proper tags are on the appropriate vehicles.
6. License tags will not be issued to any individual from Police Evidence without prior written approval from the Chief of Police or his designee.