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I. Policy

Only those equipment items issued by the Division, or authorized and approved by the Chief of Park Police or designee, will be worn, used or carried by affected personnel.

II. Equipment Tracking

- A. All issued equipment will be entered into an **electronic database**.
- B. The database will be maintained by the Property Specialist.
- C. Only personnel with a need to know will have access to the database, such as, Internal Affairs and the Support Branch Chief.

III. Issuance/Return of Equipment

A. The Property Specialist will:

- 1. Order equipment as necessary for duty. **All** equipment will be shipped to Park Police Headquarters and at no time will equipment be shipped directly to an employee or a substation. Upon order verification of delivery, take custody of equipment pending employee dissemination.
- 2. Be responsible for ensuring that stored equipment is properly maintained and available to be deployed.
- 3. Issue employee's equipment necessary for duty and ensure all employees sign for issued equipment.
- 4. Will maintain a list of approved personal equipment and accessories for use in place of Division issued equipment.
- 5. Will maintain a list of equipment that is transferable between Division.
- 6. Maintain and update an electronic database that will be utilized to track equipment issued to employees. Maintain files by employee name with detailed and signed Uniform and Equipment Records.

B. When officers move into or out of specialized units, or are promoted, the required uniform and equipment items will be ordered, issued or returned, with the Uniform and Equipment Record and database being updated appropriately.

C. Laptops are issued by the Management and Technology, Technology Supervisor.

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- D. Laser Units are available and must be signed out with each use. The Traffic Coordinator will be responsible for overseeing the use and maintenance of the units.
- E. Equipment Returns and Surrender
1. Designated Division issued equipment will be returned to the Property Specialist upon reassignment to another section or Division, separation from service or as directed.
 - a. When a division employee transfers between Divisions/Sections, the Property Specialist will obtain all equipment that does **not** transfer.
 - b. The Property Specialist will provide the Prince George's County Division Property Specialist with a signed copy of the Uniform and Equipment record for the transferring employee.
 2. **Officers separating from the Division will contact the Property Specialist to obtain a list of items to be returned prior to the last of day of employment.**
 3. The Property Specialist will update the database with the returns. Both the employee and the property specialist will sign the updated "Uniform and Equipment Record."
 4. **Prior** to any personnel action being completed, the Property Specialist will notify Internal Affairs and the Support Branch Chief, via the chain of command and confirm the status of the equipment returns.
 - a. In the event the Property Specialist does not receive all requested equipment, notification, to include missing equipment and the replacement value, will be made to the Support Branch Chief via the chain of command.
 - b. The Support Branch Chief will notify the employee that payment will be necessary for item replacement.
 - c. Upon notification that all issued equipment has been returned and/or the financial obligations for equipment replacement have been met, the Support Branch Chief will advise the Division's Personnel Coordinator to process the personnel action form.
 5. The Property Specialist will update the database and forward the updated and signed Uniform and Equipment Record to the Support Branch Chief and to Internal Affairs.
- IV. Disposal, Security and Maintenance of Equipment
- A. Disposal
1. Equipment deemed non-serviceable by the Park Police may be offered to other Commission Divisions/Facilities, sent to auction or disposed of at appropriate disposal facilities (i.e. recycling, landfill). **At no time should a Commission employee obtain commission equipment for personal use.**

2. If equipment is serviceable it may be listed on www.propertyroom.com , or www.govdeals.com by the Property Specialist.
3. Prior to disposal of equipment, a disposal of assets or non-fixed asset form must be approved by the Support Branch Chief. Copies of approved disposal forms will be uploaded to the Inspection file on the Division's shared drive.

B. Security

1. All reasonable measures will be taken to safeguard Division equipment from loss and/or theft.
2. All weapons and portable radios will be removed from division vehicles and stored at the officer's station or residence whenever the vehicle will be unattended for more than a short period of time or between tours of duty. Other issued equipment will be stored in such a manner that it is secure and not readily accessible (Division Directive– Take Home Vehicle Program).

C. Maintenance

1. All officers will maintain, in a clean, neat and serviceable condition, the accessories and equipment that they were originally issued.
2. Leather items should be cleaned and polished regularly.
3. Badges will not be polished with any abrasive type cleaner but should be regularly washed with soap and water. Collar insignia, rank insignia, name plates with serving since plates and other accoutrements having a brass type finish will be highly shined.
4. Except for issued weapons, ammunition, handcuffs, badges or communication equipment, the cost of cleaning, repairing or replacing equipment which is incurred as a result of normal wear will be the responsibility of the employee. Equipment that needs to be cleaned, repaired or replaced, will be deemed unserviceable and will not be worn or used.
5. Issued weapons, ammunition, handcuffs, badges or communication equipment in need of repair or replacement as a result of normal wear or malfunction, to which no negligence is attributed, will be the responsibility of the Division. Until repaired or replaced, such items will be deemed unserviceable and will not be worn or used.

D. Any equipment item issued by the Division and subsequently damaged in the line of duty will be replaced at the Division's expense. (See VI. Lost, Stolen and Damaged Uniforms and the Collective Bargaining Agreements for affected personnel)

E. The Property Specialist will maintain a list of approved personal equipment and accessories for use in place of Division issued equipment.

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- F. Any employee may be required to produce any issued equipment item for inspection by any personnel of supervisory level or above.
- G. Supervisors and Watch Commanders will conduct periodic inspections of personnel under their supervision to ensure compliance with the provisions of this Directive. Violations will be documented and appropriate actions taken.
- V. Repair Procedures for Issued Equipment
- A. Notify the on-duty supervisor
- B. Forward the damaged equipment to the property specialist except for the following:
1. Radios – communications
 2. Mobile Data Terminal – Technology Supervisor
 3. Firearms/Taser – Division Range Master
 4. PBT's, Night Vision, Laser – Traffic Manager
- Note: temporary spare portable radios needed on an after-hours basis will be available from the communications section. All other radios will be issued from the property specialist.
- VI. Lost, Stolen or Damaged Uniforms
- A. Employees will immediately notify their supervisor of all Division issued equipment that has been stolen or damaged. This includes equipment and employee identification cards.
- B. All reasonable measures will be taken to safeguard Division equipment from loss, theft or damage.
- C. An Incident Report will be completed documenting lost, damaged or stolen equipment. If the loss or damage is discovered on-duty, the report will be completed before the end of the employee's tour of duty. If the loss or damage is discovered off-duty, the report will be completed immediately upon return to duty.
- E. A loss or theft of reportable property will be reported to the appropriate police agency if the loss or theft occurs outside this Division's jurisdiction. The affected employee will obtain a copy of any related police report regarding the loss or theft.
- F. Supervisors will conduct a preliminary review of the circumstances surrounding the loss, theft or damage of reportable property reported by employees under their immediate supervision, to include a Lost/Damaged/Stolen Equipment Report. When necessary supervisors will complete a Supplement Report to the original Incident Report detailing the results of their investigation.
- G. Supervisors will ensure that a teletype is sent by Communications to all neighboring police jurisdictions concerning a loss or theft of reportable property. The serial number(s) of the lost/stolen item(s) will be included for identification purposes. This teletype will be sent within twenty-four (24) hours after discovery of the loss/theft.

- H. Upon notification Communications will, within twenty-four (24) hours, send an administrative lost/stolen property message to all metropolitan area police agencies concerning the reportable lost/ stolen property. This teletype will include the serial number(s) of the lost/stolen property. If the reportable property was lost or stolen outside the Washington, D.C. metropolitan area, the lost/stolen property teletype will be directed to the primary police agency of the area where the property was lost/stolen. The property will be entered into the appropriate NCIC stolen property files and, when an outside police agency has taken the original report, verify entry by that agency.
- I. Section Commanders will review all reports regarding the loss, theft or damage of reportable property and forward a written recommendation as to the employee's responsibility to the appropriate Branch Chief.
- J. The appropriate Branch Chief will review all reports of lost, stolen or damaged reportable property and assess the totality of the circumstances. Notification of findings will be made in writing. A finding of no employee negligence authorizes the Management and Technology Commander to replace the property at Division expense. Findings of employee negligence are forwarded with recommendations to the Chief, Park Police Division.
- K. The Chief, Park Police Division, or designee will review all reports and findings regarding the loss or theft of reportable property. Upon finding an employee negligent he/she will notify the employee of such finding in writing and order restitution.

**By Authority of
Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division**

**Approved Park Police Document
Signed Original on File**

End of Directive