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| POLICY 110.1 | POLICE SUPPLY | |
|  | REVISÉD: 12/97, 8/00, 6/02, 10/02, 04/03, 08/04, 10/05, 03/10, 12/13, 04/21,08/21, 06/22 | RELATED POLICIES: |
| | CFA STANDARDS:14.08 | REVIEWED: AS NEEDED |

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. DEFINITIONS

1. Police Supply: Policy Supply Unit controls/manages the issuance, replacement/repair and disposition of Department owned/leased, vehicles, equipment, clothing and other property needed for employees to effectively do their jobs.
2. KEYper System: A secure electronic key management system. It is a steel cabinet used to store and restrict access to keys. It can only be electronically opened by commands from the system controller after a user is verified.

C. ACCOUNTABILITY OF PROPERTY

1. All property signed out on a temporary basis must be returned to Police Supply at the end of shift.
2. If property is needed for a longer period, special arrangements shall be made with the Police Supply supervisor.

D. PROPERTY CONTROL CARD (Form Z-219)

1. This form shall be used to record the issue of any non-disposable property on a temporary basis.
2. The form shall be filled out by a Police Supply Specialist and signed by the receiving individual.
3. The property 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. A copy of the offense report will be forwarded to Police Supply by the reporting employee.

E. 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. Supervisor's will have access to five (5) orange traffic cones and five (5) 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, the driver will document the problem on a Vehicle Repair Request Form and retrieve another vehicle from the KEYper System.
 - b. If a weapon or contraband is found within a vehicle, 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 check with the Fleet Coordinator 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;

- 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 have checked out keys from the KEYper System are responsible for the return of the keys when securing at the end of their shift. It is the responsibility of the person who checked out the vehicle keys to deliver the vehicle keys back to the KEYper System, unless the vehicle is turned in for repair. Police vehicle keys are not to be exchanged or issued person to person. For security purposes, the KEYper System shall be used.
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.

F. 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. Non-crash damage will be reported in an offense report. The traffic crash or incident report number must be routed to the Fleet Coordinator by the reporting employee's supervisor.
2. The Fleet Coordinator will ensure that a copy of the report is forwarded to Risk Management.

G. LICENSE TAGS ON POLICE VEHICLES

1. Standard tags will be deployed only on department owned or leased unmarked vehicles.
2. All marked police units will have a yellow City tag affixed.
3. 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 designee.
4. 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.

H. EQUIPMENT

1. Other than one (1) set of class A uniform and duty belt for academy purposes, permanent equipment will be issued during post academy orientation. Uniforms and equipment for replacement shall be submitted to Police Supply and replaced on a one-for-one basis.
 - a. New Employee Issue - Police Officer
 - (1). Two (2) pair trousers (dark blue)
 - (2). Three (3) Blauer trousers (dark blue)
 - (3). Two (2) short-sleeve shirts (dark blue)
 - (4). Three (3) Blauer polo short-sleeve shirts (dark blue)
 - (5). Two (2) long-sleeve shirts (dark blue)
 - (6). Class A hat with hat badge
 - (7). One (1) tie with tie pin
 - (8). One (1) police officer badge
 - (9). One (1) set "FLP" collar emblems
 - (10). One (1) set leather (belts, holster, magazine pouch, handcuff case, baton holder, chemical defense spray pouch, keepers and radio holder). Holster exchanges will be limited to damaged, excessively worn or antiquated equipment, unless written approval is received from the employee's Bureau Chief.
 - (11). One (1) jacket
 - (12). One (1) flashlight with traffic wand
 - (13). One (1) rainsuit
 - (14). One (1) radio with microphone and two (2) batteries
 - (15). One (1) fingerprint kit
 - (16). One (1) citation holder
 - (17). One (1) body armor
 - (18). One (1) baseball cap
 - (19). One (1) baton

(20). One (1) reflective traffic vest

(21). One (1) whistle

b. New Employee Issue - Public Safety Aide

(1). Five (5) pair trousers (dark blue)

(2). Five (5) short-sleeve shirts (medium blue)

(3). Two (2) long-sleeve shirts (medium blue)

(4). One (1) jacket

(5). One (1) public safety aide badge

(6). One (1) set "FLP" collar emblems

(7). One (1) rain suit

(8). One (1) set leather (belts, keepers and radio holder)

(9). One (1) radio with microphone and two (2) batteries

(10). One (1) fingerprint kit

(11). One (1) citation holder

(12). One (1) baseball cap

(13). One (1) reflective traffic vest

(14). One (1) whistle

(15). One (1) body armor (optional)

If a Public Safety Aide requests the optional body armor, they are eligible for the following:

(a). Two (2) pair trousers (dark blue)

(b). Three (3) Blauer trousers (dark blue, only worn with body armor)

(c). Two (2) short-sleeve shirts (medium blue)

(d). Three (3) Blauer polo short-sleeve shirts (medium blue, only worn with body armor)

2. Mounted Unit Officers shall be issued dark blue campaign hats. They shall wear them when appropriate.

3. Equipment in need of repair or replacement shall be submitted to Police Supply accompanied by a description detailing the malfunction (e.g. radios, radar/laser, etc.).
4. Office equipment such as computers, typewriters and copiers generally have service contracts and malfunctions should be reported to the appropriate bureau secretary for contract/vendor repair.
5. Damaged or lost equipment shall be documented in an offense report at the time the loss is discovered. A copy of the report shall be forwarded to Police Supply by the reporting personnel. A request for replacement will be submitted to Police Supply by the employee. Upon receipt of the replacement, the old equipment shall be returned to Police Supply.
6. Riot/WMD gear will be issued/stored in large black canvas bags. Each bag shall contain:
 - a. One (1) riot shield
 - b. One (1) gas mask
 - c. One (1) riot helmet
 - d. One (1) pair tactical protective gloves
 - e. One (1) chemical suit
 - f. One (1) pair chemical gloves
 - g. One (1) pair chemical shoe covers
 - h. One (1) roll of chemical tape
7. Gas mask filters are stored in the FLPD basement supply room and are available as needed.
8. Upon termination of employment, all property issued by the Department shall be returned to Police Supply. The City will hold the final paycheck pending return of all issued property.

I. DUTY BELT

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.

J. LOANER RADIOS

1. Police Supply maintains a stock of loaner radios for use during repair or special circumstances. If an assigned radio is merely forgotten for a shift, the employee shall get approval from the Duty Lieutenant for a loaner to be issued.
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.

K. LOANER FIREARMS

Officers in need of a loaner firearm are referred to Policy 114.0, Firearms (Approvals/Qualifications/Loaners) for appropriate instructions.

L. PROPERTY ROOM

Entry into the Police Supply Unit will be prohibited unless authorized by the Police Supply Supervisor or Command Staff.