



<b>Somerville Police Department</b> 		<b>TYPE:</b> <b>GENERAL ORDER</b>	<b>POLICY NUMBER:</b> <b>140</b>	<b>VERSION:</b> <b>2.00</b>
		<b>Subject:</b> <b>Agency Property</b>		
<b>Issuing Authority:</b> <b>Charles Femino</b> <b>Chief of Police</b>		<b>Signature:</b> 	<b>Effective Date:</b> December 21, 2021	
		<b>Number of Pages:</b> Page 1 of 4		
<b>Accreditation Standards (6<sup>th</sup> Edition) 17.5.1; 17.5.2; 22.2.5</b>		<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended		
<b>Revision &amp; Reissued Dates:</b>	06/18/2018			

## Purpose

The law enforcement profession requires many different types of equipment and property to successfully carry out its mission. The Somerville Police Department is committed to providing its members with equipment that will aid them in servicing the needs of the community and protects them while they engage in their duties. This will include researching the newest trends, properly maintaining existing equipment, keeping a thorough inventory, and making purchases responsibly. This policy outlines the management of Department property.

## Procedures

### A. Types of Property

- Facility:** this includes the structure and the systems used in daily operation (i.e. climate control, plumbing, lighting, doors, windows, security cameras.)
- Fleet:** this includes both marked and unmarked vehicles, motorcycle, programmable message boards, speed trailers, and bicycles.
- Individual:** this includes both personnel equipment and any equipment issued/authorized to Department members (i.e. patrol, detectives, animal control officer, support staff, etc.).
- Digital Devices/Computers:** this includes tablets, cellphones, computers, laptops, and MDT's.

### B. Management of Property and Equipment

- The Chief of Police is responsible for all aspects of the Department's property and

equipment. Through the Chief, the Captain of Administration will manage the program and will coordinate with other personnel in the Department. These include but are not limited to the following positions: [17.5.1]

- a. Training Lieutenant
- b. Office Manager (Chief's Office)
- c. Armorer
- d. Range Officer(s)
- e. Traffic/Crossing Guards
- f. Information Technology Specialists
- g. Animal Control Officer
- h. Homeland Security Sergeant

#### **C. Issuance and Retrieval of Property [17.5.1]**

1. Officers and Department members are issued equipment, necessary for their particular assignment. These items will then be recorded on the In Process Sheet.
2. Upon separation of duty, or when otherwise ordered, officers and employees shall return to the Training Lieutenant, all Department property that was previously issued including but not limited to firearm, phones, baton, and keys. These items will then be recorded on the Out Process Sheet. [22.2.5]
3. Upon the return of previously issued property, the Training Lieutenant will inventory and inspect the returned property. Any items that are in serviceable condition may be re-issued by the Training Lieutenant.

#### **D. Inspection and Maintenance**

1. Department members are required to inspect all equipment prior to its use.
  - a. Equipment damaged or in need of repair shall be documented and reported to a Commanding Officer. Damage to a police cruiser or cruiser equipment will be recorded on the On-Line Cruiser Report form.
  - b. In the case of missing, damaged or inoperable equipment that may impede work or endanger another person, a supervisor shall be notified immediately. A determination will then be made on whether the equipment can be used or should be

put out of service.

- c.** The Commanding Officer shall determine if damaged equipment requires immediate notification, or can wait until regular business hours (i.e. on call Facilities supervisor, service contracts, etc.)

(1). Examples of equipment or property needing immediate notification would be major building issues such as no heating, no water, and lack of cooling to sensitive electronic equipment such as phone and data service, or issues with generators or pumps.

(2). When possible, equipment or property should be swapped with similar equipment and the faulty equipment taken out of service until normal business hours. As part of the notice for repair, include notice that equipment was swapped.

- 2.** Responsibility for maintenance of equipment varies depending on each item.

- a.** Equipment issued to individual employees requires that each employee take responsibility for the proper use and maintenance. All issued equipment shall be kept in a state of operational readiness [17.5.2]

- b.** At the beginning of each shift, patrol officers will inspect all patrol equipment in the cruiser they are assigned to and email the On-Duty Street Supervisor a copy of their individual On-line Cruiser Report.

- c.** Maintenance of agency equipment shall be managed by designated employees: [17.5.1]

(1). Training Lieutenant: training equipment, personal protective equipment, less lethal weapons, etc.

(2). Office Manager (Chief's Office): Copiers, shredders, office supplies i.e., ink, paper, pens, etc.

(3). Armorer: Ammunition, firearms, parts, and accessories, etc.

(4). Range Officer(s): Range equipment, targets, markers, etc.

(5). Traffic Bureau: Lidar, Radar, breathalyzer, etc.

(6). Crossing Guards: Issued equipment.

(7). Information Technology Specialists: Network infrastructure, digital storage, computers, laptops, cellular phones, hotspots, tablets, printers, etc.

- (8). Animal Control Officer: kennels, cages, muzzles, protective gloves, microchip reader, leashes, collars, etc.
  - (9). Homeland Security Sergeant: Homeland security cameras, satellite phone, boats, gators, etc.
  - (10). Mechanic: vehicles, trailers, boat, gators,
  - (11). Vendor(s): bicycles, motorcycles, generator, fire extinguishers, etc.
- d. Facility: The Somerville Department of Public Works oversees general maintenance of the building and property.
  - e. Specialized and or leased equipment may have service contracts; before repairs are attempted, please consult with the Office Manager.
- 3. The Armorer shall annually (per UOF policy 124), as a staff inspection function, inspect and cause to be inspected the condition of firearms issued and authorized, as well as ammunition carried by police officers in the performance of their duties. He/she shall also be responsible to maintain an ingoing inventory of ammunition to ensure operational readiness and verify the inventory annually.[17.5.1] [17.5.2]
  - 4. The Mechanic will routinely inspect the condition of all police vehicles and follow-up on any problems identified on the On-line Cruiser Report. The Mechanic will report to the Captain of Administration any significant damage or mechanical problems, whether or not they appear on an On-line Cruiser Report.
- E. Loss or Damage:** All employees have the responsibility to report lost or damaged equipment or property by submitting a station report to their immediate supervisor before the end of the next tour of duty.