




# Clayton County Police Department PROCEDURES

Subject <b>AGENCY PROPERTY CONTROL</b>		Procedure # <b>B14</b>	
Authorizing Signature 	Effective <b>07-15-2024</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>6</b>

## I. PURPOSE

To establish a uniform procedure for inventory control and to set forth guidelines for the issuing and reissuing of all equipment owned and/or utilized by the Clayton County Police Department. Equipment will only be issued to and operated by personnel who have been properly trained in the care, storage, transportation and use of the property.

## II. POLICY

It shall be the policy of the Clayton County Police Department to maintain accurate and current records and inventories of all equipment utilized by personnel and specialized units.

## III. DEFINITION

Equipment: Any property owned by Clayton County.

## IV. ISSUANCE, RECEIPT & CONTROL OF DEPARTMENT EQUIPMENT

### A. Documentation & Receipt of Equipment

1. A system for the inventory of equipment shall be established and maintained by the Logistics & Operations Commander, or authorized designee.
2. The initial issue of equipment and uniforms may be handled by the Logistics & Operations Unit or the Academy & Training Unit.
  - a. Generally, new hires who are Georgia Peace Officer Standards and Training Council (GPOSTC) certified will be issued equipment by the Logistics & Operations Unit; and
  - b. New recruits who are not certified through GPOSTC will be issued equipment by the Academy & Training Unit at the applicable time.
3. A written record of issued items will be signed by the issuer and the recipient. The original document will be kept in the recipient's personnel file. A copy of the receipt may be provided to the recipient.

## B. Issuance of Equipment

1. Issued Clayton County Police Department (CCPD) equipment will only be used to fulfill the requirements of an employee's duty position.
2. During the initial issuance of equipment (e.g., during the hiring process, at the time a recruit completes GPOSTC training, or as necessary, etc.), the Logistics & Operations Unit or the Academy & Training Unit will provide an initial issue of equipment and uniforms, based on the employee's job description.

A newly-hired, GPOSTC certified police officer may be issued the following items.

### a. Armor, Weapons & Restraints

ASP baton, body-armor, handgun, Conducted Energy Weapon (CEW), CEW cartridge(s), case for issued-handgun, three (3) magazines for issued-handgun, fifty-two (52) rounds of ammunition for issued-handgun, Oleoresin Capsicum (OC) spray, handcuffs, patrol rifle, rifle ammunition, rifle case, rifle magazines, rifle sling and ballistic helmet.

### b. Credentials

Employee photo identification (ID) card and building key access card.

### c. Duty Belt & Accessories

Duty belt, under belt, four (4) belt keepers, holster for issued-handgun, magazine holder, handcuff case, baton holder, ~~O-C-~~ case, holster for CEW/Taser and flashlight holder.

### d. Portable Radio

Radio, antenna, shoulder microphone, battery, battery (spare), battery charger base, battery charger power supply (cord), hard case with molded clip, and leather case with belt clip.

### e. Cellular Phone & Accessories

Cellular phone, protective case/cover, carrying case/belt clip, AC/DC power cord/charger and vehicle power cord/charger.

### f. Computer & Accessories

Laptop computer, battery, AC/DC power cord, vehicle power cord and carrying case/brief case.

### g. Uniforms & Apparel

Class A Uniform: Badge, badge for hat, "CCPD" collar brass, name plate, one (1) long-sleeve shirt, one (1) pair of pants, hat and rain cover for hat.

Class A Utility Uniform: Three (3) short-sleeve shirts, three (3) long-sleeve shirts and three (3) pair of pants.

Other: Ballistic carrier vest and accessories, jacket with liner, rain coat and traffic vest.

### h. General Equipment

Ear protection (noise reduction ear muffs/plugs), eye protection (shooting glasses), flashlight, flashlight wall mount and vehicle charger, OCGA book, metal holder/clipboard for reports/forms, metal holder/clipboard for Uniform Traffic Citation (UTC) book and UTC book (new or used).

i. Body Camera Equipment

Body camera, body camera holster, wristband Bluetooth adapter and charging cable/wall or car charger.

**The above list is subject to change based on departmental and/or individual needs and availability.**

See *Appendix A* of this procedure for the *CCPD Equipment Issue & Return Form*.

C. Reissue of County Equipment & Uniforms

1. Typically, employees are provided a uniform allowance to obtain uniforms and equipment. This is normally made available in late July each year and is authorized for newly-hired employees who have successfully completed their probationary period with the CCPD.
2. There are, on occasion, times when the employee may obtain certain equipment from the Quartermaster, or designee, to replace damaged or lost equipment, or uniforms.
3. If County equipment is returned and re-issued, the Division/Unit Commander, or designated supervisor, responsible for re-issuing the equipment will ensure that the equipment has been inspected and is in proper working condition. Upon receiving any re-issued County equipment, the receiving employee shall also check the equipment for the proper repair(s), if applicable, and ensure it is in proper working condition prior to use.

D. Specialized Equipment

Officers may be issued specialized County equipment (e.g., cellular phones, computers, rifles, speed detection devices, etc.) as needed, that are specific to their duty assignment and/or role within the Department.

1. County equipment, such as County-issued phones, have limitations as to total call minutes and text messages. Employees may be held liable for overages. Requests for repairs or upgrades must be submitted through the Logistics & Operations Unit. All cellular phones are turned into the Logistics & Operations Unit when no longer needed or when the employee is no longer authorized to possess the phone.
2. When returning County equipment issued by a specific and/or specialized Division and/or Unit Commander (e.g., SWAT, Narcotics, Traffic, etc.), it will be returned directly to a supervisor of the concerned Division and/or Unit. If the equipment is being returned to the Department via the Logistics & Operations Unit due to separation, the receiving member of the Logistics & Operations Unit will make the necessary arrangements to return the equipment to the concerned Division and/or Unit.
3. It will be the responsibility of the concerned Division or Unit Commander, or designated supervisor, to maintain an inventory of all County equipment maintained and issued by their Division or Unit. Temporary issuance of County equipment will be documented by the name and employee number of the employee that was issued the equipment. County equipment issued by a Division or Unit will be cared for and maintained by the concerned Division or Unit Commander, or designated supervisor.
  - a. Upon notification of a transfer, resignation or termination from a current duty assignment, or when it is unusable and/or no longer needed, any specialized County equipment shall be returned to the Department and/or concerned Division or Unit. All returned specialized equipment must be re-inventoried by the concerned Division or Unit prior to re-issuance.

- b. Upon issuing County equipment to an employee by a Division or Unit, the issuance will be documented using the receiving employee's name and employee number. The *CCPD Equipment Issue & Return Form* will be signed by the issuing and receiving employees; the original will be placed in the receiving employee's personnel file. A copy of the form may be provided to the issuing and/or receiving employee(s).

#### E. Separation from the Department

Employees are required to surrender all Department property in their possession upon separation from the CCPD. Failure to return non-expendable items may obligate and cause the person to reimburse the Department for the fair market or replacement value of the article(s). It will be the employee's responsibility to return equipment to a member of the Logistics & Operations Unit.

Exiting employees are to complete the *CCPD Equipment Issue & Return Form*, based on the items issued to the employee during the course of their employment. The form will be completed and signed by the exiting employee and the receiving member of the Logistics & Operations Unit. A copy of the completed form will be given to the employee and the original will be retained in the employee's personnel file. A *Memorandum* of explanation or receipt for reimbursement must accompany this form for any non-returned items.

\*\*\*Retirees may purchase their assigned weapon, upon retirement, for a nominal processing fee and with the approval of the Chief of Police, or authorized designee (hereinafter referred to as the Chief of Police). The Chief of Police may also authorize individuals to retain their badges, but this is only granted on a case-by-case basis.

#### F. Responsibility for the Care, Control & Replacement of County Equipment

##### 1. Responsibility for County Equipment

- a. Personnel are held responsible for the care, control, maintenance and operational readiness of all County equipment permanently and/or temporarily assigned to them. Personnel shall inspect all assigned County Equipment prior to each use to ensure operational readiness. See also CCPD SOP: *B12: Inspections*.
- b. The commander, or designated supervisor, of a Division and/or Unit is responsible for the care, control, maintenance and operational readiness of all County equipment assigned and/or used, maintained or stored by their command. The commander, or designated supervisor, shall conduct inspections and maintain inventory of County equipment assigned and/or used, maintained or stored by their Division and/or Unit.
- c. Any discrepancies or an employee's misuse or handling of equipment will be documented and forwarded through the chain of command and/or other concerned/affected personnel.
- d. An employee's failure to properly use, or mishandling, of equipment may be subject to disciplinary action.

##### 2. Notification of a Supervisor

- a. Employees shall immediately notify and/or report the following circumstances to a concerned supervisor:
  - 1) When any equipment is lost and/or stolen;
  - 2) When any equipment is damaged;

- 3) When any equipment is damaged beyond repair;
    - 4) When defects or hazardous conditions exist with any equipment; and
    - 5) When equipment is obsolete or unusable.
  - b. At the discretion of the assigned employee's concerned supervisor, damaged equipment will either be turned over to the supervisor immediately, or taken to the appropriate personnel or facility as soon as possible, for replacement or repair.
3. Requirement of an *Incident Report*

The damage, loss or theft of **any** County equipment shall require the assigned employee to complete an *Incident Report* documenting the circumstances and details. Sworn personnel, regardless of rank, will complete an *Incident Report* for their assigned County equipment. Non-sworn personnel will have an officer complete an *Incident Report* for their assigned County equipment; a written statement will be required.
4. Replacement of Negligently Damaged, Lost or Stolen County Equipment

Any employee who negligently damages, loses or misplaces, or negligently causes the damage, loss or theft, of County equipment may be responsible for the replacement cost of that equipment and/or be subjected to other disciplinary action deemed appropriate by the Chief of Police. Fair market value may be taken into consideration when calculating replacement cost.

  - a. All cases of County equipment negligently damaged, lost or stolen, and subject to employee replacement cost, will be reviewed by the employee's chain of command, and the Chief of Police, as necessary. As with any internal investigation, the employee will be given an opportunity to provide a statement or explanation prior to any final disposition.
  - b. County equipment that is damaged, lost or stolen due to exigent circumstances, or duty-related activities beyond the control of the employee, will not be subject to replacement cost.
5. Disposal of Obsolete, Surplus or Unused Equipment

Disposal of County equipment deemed obsolete, surplus or unused, by any method, must be approved by the Chief of Police.

  - a. Inventory records will be continuously adjusted to reflect the purchase, trade, sale, disposal or otherwise destruction of County equipment.
  - b. Records should never be permanently deleted, but only adjusted to show the County equipment was taken out of service.
- G. Return of Equipment During Periods of Extended Leave
  1. Sworn personnel who will not be in the immediate control of their Department-issued equipment during approved planned or unplanned leave (e.g., annual leave, leave without pay, military leave, sick leave, etc.) and will not be performing their duties and/or reporting for work for a minimum of fifteen (15) consecutive workdays, are required to surrender specific types of Department-issued equipment for the duration of the extended leave.
  2. Sworn personnel shall surrender the following equipment to the Logistics & Operations Unit Commander, or surrender them to their concerned Division

Commander in the absence of the Logistics & Operations Unit Commander, prior to taking leave of any kind that will exceed fifteen (15) consecutive workdays:

- a. All Department-issued firearms;
- b. All Department-issued photo identification cards;
- c. All building access key cards;
- d. All keys to Department buildings;
- e. All keys to County vehicles;
- f. Department-issued laptop computers;
- g. Department-issued portable radio and its components/ accessories; and
- h. Primary police badge.

The Logistics & Operations Unit Commander, or authorized designee, will be responsible for storing the surrendered equipment until the officer returns from leave.

If applicable, the receiving Division Commander shall immediately deliver the firearm(s), identification card(s), building access key card(s), keys to Department buildings, laptop computer, portable radio and its components/accessories, and primary police badge to the Logistics & Operations Unit Commander, or authorized designee, for storage until the employee returns to work.

#### H. Issuance & Return of Departmental Firearms

1. The issuance and/or return of Department firearms will not be documented utilizing the *CCPD Equipment Issue & Return Form*. Ammunition and firearm accessories will be documented on this form.
2. The issuance and/or return of Department firearms, for any purpose or reason, will be documented utilizing the *CCPD Firearm Authorization Form*. For each firearm issued or returned, a separate *CCPD Firearm Authorization Form* is required. Amount of ammunition and any firearm accessories will not be documented on this form.

See CCPD SOP: *F3: Firearms, Appendix E for the CCPD Firearm Authorization Form*.

#### V. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *SOP B14: Agency Property Control*, dated August 30, 2022.