



Colorado Springs Police Department

General Order

1500 Issuing and Accountability of Police Equipment

Section 1500 – Assigned Equipment

Effective Date: 6/28/2024

Supersedes Date: 1/10/2022

.01 Purpose

The purpose of this directive is to define the expectations for inspecting and maintaining accountability for Colorado Springs Police Department (CSPD) equipment, including police vehicles.

.02 Cross-Reference

[GO 1505 800 MHz Trunked Radio](#)

[GO 1510 Mobile Data Computers \(MDC\)](#)

[GO 1530 Firearms Regulations](#)

[GO 1740 Fleet Maintenance Support](#)

[DL-1501-05 Radar/Lidar Unit Use](#)

[DL-1501-16 Footlocker – Patrol Supervisors](#)

[DL-1501-17 Footlocker – Patrol Vehicles](#)

[DL-1720-03 Armory](#)

.03 Discussion

To promote excellent service to the community and enhance officer and public safety, the availability of police equipment and supplies supports the mission of the CSPD. Police equipment is department-owned and for work-related purposes only. The proper care and readiness of equipment and supplies assists in the performance of employees' duties and responsibilities.

.04 Policy

Agency-owned equipment and supplies will be kept in a state of operational readiness and be available to employees for carrying out their assigned duties and responsibilities. All employees are responsible for the availability and security, maintenance, and use of assigned equipment and supplies in the proper performance of work-related activities and functions. Employees and supervisors must ensure agency-owned equipment and supplies are available and secure, well

maintained, and used for their intended purpose(s). Employees will use equipment and supplies in the manner intended and/or designed.

.05 Definitions

Operational Readiness of Equipment and Supplies: Equipment and supplies that are in use or stored will be in a state of good working order, serviceability, and responsiveness, and kept available for use and/or deployment as necessary. Equipment and supplies must be functional, properly cared for, and clean. To ensure these requirements, processes for inspection, preventive maintenance, and repair or replacement are established.

.10 Equipment Room Security

The division equipment rooms and armories will remain closed and locked when not in use. Supervisors or Subject Matter Experts (SMEs) approved by the division commander are the only employees authorized to check equipment in/out to authorized personnel. Personnel will not leave the equipment room unattended and unsecured.

.12 Division Equipment

Each patrol division has equipment available for officers to check out during their shift. This equipment may include tint meters, radar or LIDAR, Preliminary Breath Test (PBT) devices, night vision goggles, binoculars, or other equipment as determined by the division commander. These items belong to the division and will be checked in and out at the beginning and end of shift by a supervisor in the Quartermaster on Q (QoQ) system.

.14 Quartermaster on Q

QoQ is the department's asset control management software. All vehicles and the inventory of police equipment are managed through software. Officers needing to check out a vehicle or equipment must contact a supervisor or SME to obtain the equipment and ensure it is properly checked out in the program.

.20 Equipment Sergeant

To provide accountability for police equipment that is in use or stored at each division, an equipment sergeant will be assigned by the division commander. The equipment sergeant is responsible for keeping the equipment room and armory clean and orderly. The equipment sergeant will ensure the integrity of the QoQ inventory control software and is responsible for managing the equipment inventory at each division. The equipment sergeant will work with the division commander or designee to order replacement equipment and supplies.

.22 Vehicle Sergeant

The division commander will designate a vehicle sergeant. The vehicle sergeant may be the same individual as the equipment sergeant, at the commander's discretion. The vehicle sergeant is responsible for the division's vehicles and the equipment assigned to each vehicle. Annually or bi-annually, at the commander's discretion, the sergeant will assign vehicles to each shift considering the age, mileage, and use of the vehicles on each shift.

The vehicle sergeant will serve on the department's Vehicle Standards Committee for the duration of their assignment. The sergeant will also coordinate the replacement, movement, inspection, and repair of vehicles with the fleet manager and the division mechanic, and attend meetings assigned by the Management Services Commander or the Logistics Support Manager.

.30 Assignment of Vehicle Equipment

Except for emergencies, under no circumstances will equipment be moved from the assigned vehicle to another unless specifically approved by a supervisor. If this occurs, the approving supervisor will immediately notify the equipment and vehicle sergeants and notate the changes in QoQ.

.40 Daily Equipment & Vehicle Inspections

Each officer is responsible for inspecting their patrol vehicle and its assigned equipment prior to going into service. Any missing or damaged equipment, or new damage to a vehicle, will be reported to a supervisor immediately.

If equipment is reported missing or damaged, the sergeant or shift lieutenant will document the loss or damage, if necessary to have the item replaced/repaired. The sergeant or shift lieutenant on duty at the time that the equipment was reported lost or damaged will notify the division vehicle or equipment sergeant.

If a vehicle has new damage that has not been reported, the employee will immediately notify a supervisor.

In all cases, supervisors advised of vehicle damage are responsible for ensuring the damage is reported in appropriate systems, and for taking initial administrative action if warranted.

.50 Biannual Vehicle Equipment Inspections

The vehicle sergeant will ensure all vehicles and their assigned equipment are inspected biannually, once in May and once in November. The inspection is to ensure each vehicle is properly equipped and that all the assigned equipment and the vehicle are maintained in a state of operational readiness.

The inspection will include documenting the serial numbers/PD tag numbers and a function test of the printer and all weapon systems assigned to the vehicle. The vehicle sergeant will compare damage on the vehicle with what is documented in approved department systems.

The inspecting officer(s) will complete an inspection report (see *Attachment (A)* and *Attachment (B)*), visually inspecting all equipment and the vehicle, and documenting all missing or broken equipment or any other deficiency. Completed reports will be provided to the vehicle sergeant, who will take action to ensure the equipment is repaired or replaced and any deficiency corrected, as inventory allows. A final summary report recording the date and time of the inspection and those deficiencies that were corrected will be provided to the division commander.

The vehicle sergeant will send in scanned vehicle equipment inspection and inventory forms to the Management Services Division Logistics manager biannually, no later than June 15 for May inspections and December 15 for November inspections. The Logistics Manager will retain all scanned documents and provide a summary report, orally or in written format, to the Management Services Division commander. This report will be provided no later than June 30 for May inspections and December 31 for November inspections

.52 Shotgun Six-Point Safety Check

During the biannual vehicle inspection, the inspecting officer will perform the following six-point safety check for shotguns:

1. All shotguns will be loaded and unloaded outside of the building. The weapon-clearing drum will be used, if available. If the weapon-clearing drum is not available, the barrel of the shotgun will be pointed in a safe direction and clear of obstruction should the weapon discharge.
2. Extract each live round from the magazine loading point, rather than the slide ejection port. Check the chamber to ensure it is empty. Only when the shotgun is empty do you proceed with steps 3 through 6.
3. Inspect the barrel, making sure it is free from bulges, rust, pitting, and obstructions.
4. Push the safety on and attempt to pull the trigger. Firing should not be possible.
5. Rack the shotgun, take the safety off, and squeeze the trigger to assure the trigger mechanism is functioning. The hammer should fall, and a click should be heard as when dry firing a revolver.
6. Visually examine all shotgun ammunition before reloading, checking for any cracks, gouges, or other flaws that could affect feeding. If needed, replace with new shells from the armory.

If a malfunction is noted, a supervisor will be notified and the shotgun will be removed from the assigned vehicle and placed in the armory with an attached note describing the problem or transport the weapon to the range for repairs.

Officers are encouraged to inspect shotguns daily to ensure they are clean, loaded with the correct duty round, that the chamber is clear and in the proper carry condition.

.60 Equipment Maintenance

When equipment is lost or damaged, the supervisor receiving notification will immediately notify the designated division vehicle or equipment sergeant to arrange for replacement or repair. It is the responsibility of the vehicle or equipment sergeant to take appropriate action to prevent future equipment loss or damage.

.62 Vehicle Maintenance

Division vehicles will be scheduled for periodic Preventative Maintenance (PM) and receive other non-scheduled maintenance. The vehicle sergeant will coordinate the disseminated list of PM dates for division vehicles and will ensure that vehicles are available for repair and maintenance by the department's service contractor.

Attachment

[Officer Vehicle Equipment Inspection & Inventory](#)

[Supervisor Vehicle Equipment Inspection & Inventory](#)