



# CHATHAM COUNTY POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

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**SOP # OPS-018**  
**QUARTERMASTER UNIT**

**EFFECTIVE: 02/01/18**  
**REVISION DATE: 07/14/21**

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### **PURPOSE**

The purpose of this standard operating procedure (SOP) is to establish guidelines for the efficient operation of the Quartermaster Unit at the Chatham County Police Department (CCPD).

### **POLICY**

It is the policy of the Chatham County Police Department (CCPD) Quartermaster Unit to provide the highest quality of support to the Chatham County Police Department and its mission. They shall also promote and maintain a productive working relationship with County employees, vendors, and the public.

### **I. Duties/Responsibilities**

- A. The Quartermaster Supervisor answers directly to the Support Services Commander. The Quartermaster Supervisor supervises the Quartermaster Unit and is responsible for the coordination and management of the CCPD's equipment and supply functions. The Quartermaster Supervisor:
  - 1. Supervises the inventory of all issued items;
  - 2. Supervises, directs, and evaluates assigned staff; handles employee concerns and problems; directs work; counsels and disciplines staff; completes employee performance appraisals;
  - 3. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
  - 4. Performs other directly related duties consistent with the role and function of the classification.
- B. The position of Inventory Control Specialist answers directly to the Quartermaster Supervisor. The Inventory Control Specialist maintains sufficient inventory levels of supplies and equipment for the CCPD. He or she is also directly responsible for:
  - 1. Receiving invoices and submits payment requests per County finance procedures;
  - 2. Other directly related duties consistent with the role and function of the classification, as determined by the Quartermaster Supervisor and Support Services Commander.
- C. The Quartermaster Unit staff's duties and responsibilities include but are not limited to:

1. Inventory, maintenance, and issuance of uniforms, related items, office and cleaning supplies;
2. Establish and maintain effective working relationships with other supervisors, County employees/departments, vendors, and the public;
3. Ordering of needed supplies and equipment, and places special orders as needed;
4. Maintaining, securing, and ensuring an accurate, sufficient and efficient inventory of CCPD equipment and supplies, including to whom it is assigned and where it is located;
5. Maintaining a supply of general office materials, including print cartridges, toners, batteries, and other miscellaneous items;
6. Orders, stocks, and maintains the forms used by the department;
7. Frequently interacts with vendors to obtain quotes and exchange detailed and technical information for department equipment and supplies;
8. Conducts or coordinates audits and inspections of furniture, fixtures, uniforms assets, and other equipment to determine the needs of the department and maintain effective and efficient operation;
9. Typically picks up and delivers office supplies, and may pick up and deliver unmarked vehicles to the central garage;
10. Arranges for the service, repair, and maintenance of department equipment;
11. Ensures biohazard decontamination or disposal of uniforms and other equipment;
12. May perform minor repairs on equipment and clothing;
13. Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
14. Attends meetings, conferences, workshops, training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
15. Files reports for repairs and equipment, which includes warranty claims with vendors, recording details of financial transactions on accounting forms, and maintaining receipts on the lost property;
16. Inspects and maintains related equipment and vehicles to ensure safe working condition;
17. Receives materials from vendors, verifies the accuracy of delivery, inspects conditions of materials, and routes materials to their proper destination;
18. Conducts random price samples to determine inventory cost and availability;
19. Confers with departmental personnel to determine inventory needs and to ensure the procurement of accurate supplies and equipment as necessary;

20. Conducts stock counts to ensure the maintenance of efficient stock levels;
21. Other duties and responsibilities as determined by the Support Services Commander, Division Commander, and the needs of the Chatham County Police Department;

## **II. Operations**

### **A. Procedures for Initial Issuance of Uniform Equipment**

1. Each officer will be issued the required uniform equipment to complete their job duties. Issued equipment will vary depending on rank, assignment, and in conjunction with OPS-023 Uniform and Appearance policy.
2. Recruit - Recruits will be issued each of the following: gun belt, under belt, belt keepers (4), handcuff, handcuff holder, 21" baton, baton holder, flashlight, flashlight holder, gun holster, radio holder, magazine pouch, khaki hat, white polo(5), navy t-Shirt(5), trouser(5), shorts(5), and boots.
3. Officer - Officers will be issued five trousers, five shirts (at least one must be a long sleeve shirt), four undershirts (2 white, 2 black, or any combination), one tie, authorized footwear, one inner belt, one gun belt, one OC holder, one OC canister, one gun holster, one handcuff case, one pair of handcuffs, two handcuff key, one flashlight, one flashlight holder, one radio holder, one double magazine pouch, ballistic vest, one rain jacket, one traffic vest, whistle with lanyard, coat with liner or one all-weather jacket, , one set of silver CCPD collar brass, two numbered badges, one dress hat with a silver acorn and hat strap, one police hat badge, ball cap, and cold weather hat. Also, Advanced Police Officers and Corporals will receive the appropriate number of chevrons. Officers will be issued uniform equipment from the vendor that has the current uniform contract only.
  - a. All sworn personnel will be issued one set of training/class C uniforms, which consist of polo shirts and TDU pants.
4. Sergeant – In addition to the officers' issued items, sergeants will be issued the appropriate number of chevrons, two gold sergeant's badges, one set of gold CCPD collar brass, one gold acorn for the dress hat and a Sergeant dress hat badge.
5. Lieutenant - In addition to the previously issued items, Lieutenants will be issued uniform shirts, short sleeve, and long sleeve, the appropriate number of lieutenant epaulets, collar brass, and two gold lieutenant's badges.
6. Captain - In addition to the previously issued items, Captains will be issued the appropriate number of captain epaulets, collar brass, two gold captain's badges, and formal command uniform.
7. Assistant Chief - In addition to the previously issued items, Assistant Chiefs will be issued the appropriate number of assistant chief epaulets, collar brass, two gold assistant chief's badges, and a formal command uniform.

8. Chief of Police - The Chief of Police will be issued the appropriate number of Chief of Police collar brass, two sets of the Chief of Police epaulets, a Chief of Police dress hat badge, two gold chief's badges, and formal command uniform.

B. Procedures for Uniform and Equipment Replacement.

1. As personnel performs their daily job duties, uniform equipment may become damaged and worn. The Quartermaster Unit will exchange this equipment on a one for one basis and must be accompanied with CCPD form 614 Operational Loss-Equipment Replacement form. Any uniform equipment that is still serviceable must be commercially cleaned.
2. The Quartermaster Unit will utilize an Inventory Control System to exchange all items that are checked out. To do this, the Quartermaster Unit will check in all items that are being returned, check out the new items to the appropriate personnel, and then remove the items from the inventory.
3. Clothing items that cannot be reissued or that have been exposed to biohazards will be destroyed, per the department approved destruction process or as outlined in the Infectious Disease Exposure Control Plan policy # OPS-050. All other bio-hazard waste will be properly disposed of in the bio-hazard receptacles located at each precinct.
4. Often the Quartermaster Unit will be responsible for replacing lost or damaged equipment/property. It will be the employee's responsibility to furnish an Operational Loss/Equipment Replacement form #614 to the Quartermaster Unit before replacing any items. A copy of this form will be filed in the employee's inventory folder.

C. Officer Separation/Exit

1. Quartermaster Unit will receive an email notification from the admin staff or supervisor of the employee who is separating/exiting the department. The notification will contain the employee's full name and the last working day
2. The exiting employee will schedule a day and time to turn in all equipment and inspect the vehicle (if issued) on the last day of employment with CCPD.
  - a. When possible, the exiting employee will meet with the Quartermaster staff a week prior to separation to receive the [Uniform Dept Separation Checklist form # 1066](#) to identify issued items.
3. Vehicles must be clean and ready for reissue at the time the vehicle is turned in.
4. Issued items that are not returned at the time of separation or upon request will be forwarded to the Chief of Police or designee for consideration of seeking financial reimbursement. Financial reimbursement will be done in accordance with the Chatham County Finance Department's practice and procedures.

5. Quartermaster Unit will sign the completed CCPD form 1087 Separation Clearance Checklist.
- D. Office/Cleaning Supplies
    - a. Any supply requests may be submitted on a Supply Request Form #229 by Admin Staff or designated personnel. The request form must be filled out. The personnel will be notified by email or a telephone call advising the order is ready.
  - E. Submitting Requisitions
    - a. Locate the Department Requisition Form found on County Police Department I-Drive under the CCPD Forms> CCPD Requisition Form # 105 Fillable or in PowerDMS.
    - b. Fill in all sections that apply.
    - c. Have supporting documentation, justification letter, quotes, and usage information.
    - d. Once the requisition is completed, save a copy on the Quartermaster Folder on the (I-Drive).
    - e. Print the requisition, attach all supporting documents, and forward through the chain of command for account coding, approval, and signatures.
  - F. Hours of Operation
    - a. The Quartermaster Unit is available to personnel Monday – Friday, 8:00 AM to 5:00 PM hours. The hours and days of operation may be adjusted by the Support Service Commander or Command Staff as needed to meet the department’s goals and objectives.
  - G. On-Call
    - a. If an officer needs to have a crucial item replaced after normal hours of operation, the on-duty Watch/Unit Commander will be notified. The Watch/Unit Commander will make contact with the Quartermaster Unit and make arrangements to have the crucial item(s) serviced or replaced.

### **III. Inventory - Office and Technical Equipment**

- A. The Quartermaster Unit will maintain a computer inventory record of all CCPD’s assets, office furniture, electronics, vehicles, and equipment, which will be identified by a Chatham County “A” or “C” tag attached to each item.
- B. The Precinct Commander (PC) and/or unit supervisor will be responsible for all office and technical equipment under his/her control. The PC or supervisor will:
  - a. Conduct an inventory and inspection of equipment annually and submit the

results to the Quartermaster Unit within 30 days on the Chatham County BPP Inventory form # 231.

- b. Conduct an inventory and inspection of equipment within 30 days upon change of section, or unit. Submit results to the Quartermaster Unit on the Chatham County BPP Inventory form # 231.
- C. The unit supervisor will submit a request in accordance with the Chatham County Capital Assets Procedure Manual, requesting the transfer of equipment between the Quartermaster Unit and the precincts.
  - a. The Quartermaster Unit will review and complete the Chatham County Equipment Furniture Transfer form # 232.
  - b. When necessary, the Quartermaster Unit will help with the transfer by providing personnel and equipment for the move. Quartermaster Unit records the transfer when completed.
- D. The Precinct/Unit Commander shall request the Quartermaster Unit to pick up and return to stock any large equipment no longer needed in that precinct/unit.
- E. Quartermaster Unit will, in accordance with the Chatham County Capital Assets Procedure Manual, sign the form as having received such equipment. Items that are broken, worn-out, not-in-use, pulled from service, etc., will be identified on a Chatham County Equipment Furniture Transfer form # 232 and sent to the Quartermaster Unit for approval, according to Chatham County Purchasing Policy and Procedure. Such items, even though scrap, are salvaged, and monies are returned to Chatham County.
- F. Document the return of these items on a transfer form. The Quartermaster Unit will sign the transfer form as a receipt for the equipment.
- G. The Inventory Control Specialist will be on alert for equipment without identifying tags or tags which have been defaced or removed. Bring such conditions to the attention of the Quartermaster Supervisor so the condition can be corrected.
- H. To ensure all precinct inventories are current, complete, and correct, the Quartermaster Unit will conduct periodic random audits of precinct inventories.

#### **IV. Inventory - Consumer Supplies**

- A. Precinct Commanders will keep consumable supplies (paper, pencils, paper clips, notepads, etc.) under the control of designated personnel. Such personnel will maintain a perpetual inventory to prevent the need for a total monthly recount.
- B. Access to such supplies should be available whenever a precinct is open for business, yet still under the control of designated personnel.

#### **V. Master Inventory**

- A. The master inventory information will be stored in a department approved storage location and will be accessed through the Quartermaster Unit. The master inventory information will contain vehicles, radios, issued equipment, specialized items, and

other items that are currently in use by CCPD. Each precinct is responsible for reviewing all equipment that is identified as being in their possession. Inventories of all equipment should be conducted semi-annually.

- a. A form will be prepared and emailed to the Quartermaster Unit, addressing whether the inventories are accurate or listing any discrepancies or changes.

This General Order supersedes all written directives pursuant to the Quartermaster Unit.

*BY ORDER OF:*

*Electronically Signed in PowerDMS on 07/14/2021*

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*Jeffrey M. Hadley*  
*Chief of Police*