



MAINE STATE POLICE GENERAL ORDER

E-127

SUBJECT: MAINE STATE POLICE POLICY ESTABLISHING A PRODUCT EVALUATION PROCESS

EFFECTIVE DATE: 08.01.2020

EXPIRATION DATE: 08.01.2027

RECENT HISTORY: AMENDED (08.01.2020); AMENDED (TECHNICAL AMENDMENT; REFORMATTED)(01.18.2019); NEW (02.01.2016)

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: S

SIGNATURE OF COLONEL:

A handwritten signature in black ink, appearing to read "W. B. R.", is written over a light blue rectangular background.

I. PURPOSE

1. The purpose of this General Order is to establish the process the Maine State Police shall use to evaluate products proposed by vendors or personnel for possible acquisition by the agency.

II. POLICY

1. The policy of the Maine State Police is, through the process set forth herein, to uniformly evaluate any product proposed by vendors or personnel for possible acquisition by the agency.

III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.

- A. Product. "Product" means an item such as (as examples only) a radar or laser speed measuring device, a portable radio, a uniform (including, but not limited to, duty belt and associated equipment), a ballistic vest, a firearm, specialty team equipment, and any other such equipment essential to Maine State Police operations. "Product" does **not** include the following:
 - 1. Paper materials;
 - 2. Office supplies;
 - 3. Household supplies; and
 - 4. Replacements of items already used by the agency with upgraded versions of the same items.
- B. Product Evaluation Report (PER). "Product Evaluation Report (PER)" means the report that must be completed whenever a product that has been proposed for acquisition by the Maine State Police is evaluated by the agency.
- C. Vendor. "Vendor" means a representative of a company that manufactures or sells goods.

IV. PROCEDURE

- 1. VENDORS TO BE REFERRED TO MAINE STATE POLICE SUPPLY
 - A. Maine State Police personnel shall refer vendors proposing products for possible acquisition by the Maine State Police, to the Supervisor of Maine State Police Supply.
- 2. SUBMISSION OF PRODUCT PROPOSALS BY MEMBERS OF THE MAINE STATE POLICE
 - A. Any member of the Maine State Police may forward a memorandum through the Chain of Command to the Supply Supervisor, proposing the evaluation of a product for possible acquisition by the agency.
 - 1. The memorandum must include the following:
 - a. A general description of the proposed product;
 - b. A statement of the purpose(s) for which the proposed product would be acquired;
 - c. A statement of why the proposed product is needed by the agency;
 - (1) If the proposed product would be a new type of item to be acquired by the agency, the

memorandum must identify what function(s) the item would serve in addition to products already used by the agency;

- (2) If the proposed product would replace an item currently used by the agency, the memorandum must explain why the currently used item is inadequate;

- d. A statement of the Maine State Police Unit(s), Troop(s), and/or Specialty Team(s) that would use the proposed product;
- e. A statement of the cost of the proposed product; and
- f. Identification of the company that manufactures the proposed product.

- (1) The name of a contact person at the company, and that person's contact information, must also be provided in the memorandum.

3. EVALUATION DETERMINATIONS OF PRODUCTS PROPOSED BY MEMBERS OF THE MAINE STATE POLICE

- A. Supply shall be provided with and review each memorandum required under Section 2, above, and then make a determination of whether or not a proposed product will be evaluated for possible acquisition by the agency.

1. If a proposed product is not to be evaluated, Supply shall notify the member who originally proposed the product of that decision.
2. If a proposed product is to be evaluated, Supply shall devise a plan to appropriately test it.

- a. To the extent safe and appropriate, the plan to evaluate the product may include having a limited number of officers use the product in simulated and/or real-life scenarios.
- b. When a proposed product is evaluated, it will be evaluated for:

- (1) Quality;
- (2) Durability;
- (3) Functionality.

4. EVALUATION DETERMINATIONS OF PRODUCTS PROPOSED BY VENDORS

A. Whenever a product is proposed by a vendor for possible acquisition by the agency, Supply shall make a determination of whether or not the proposed product will be evaluated by the agency.

1. If a product proposed by a vendor is to be evaluated, Supply shall devise a plan to appropriately test it.

a. To the extent safe and appropriate, the plan to evaluate the product may include having a limited number of officers use the product in simulated and/or real-life scenarios.

b. When a proposed product is evaluated, it will be evaluated for:

- (1) Quality;
- (2) Durability;
- (3) Functionality.

5. PRODUCT EVALUATION REPORT (PER)

A. Whenever a proposed product is evaluated by the agency, a Product Evaluation Report (PER) must be completed.

1. The preparation of the PER is to ensure:

a. That the evaluation of each proposed product is documented in a uniform manner; and

b. That the return of the tested product to the vendor is documented upon completion of the agency's evaluation.

B. A PER must be initiated by Supply whenever a proposed product is to be evaluated.

C. Except as applicable law otherwise provides, a PER is a record accessible to the public pursuant to the Maine Freedom of Access Act.

D. The PER shall be prepared and completed by the use of a standardized form.

1. Supply shall complete all fields of the form **above** the section of the form entitled "Field Test Results."

2. An officer evaluating the proposed product shall complete the "Field Test Results" and "Conclusions" fields of the form.

- E. A copy of the PER must accompany the product to be tested when the product is forwarded to an officer responsible for evaluating the product.
 - F. Once a proposed product has been evaluated, the officer conducting the evaluation shall:
 - 1. Complete the PER form (see subsection 3(D)(2) above);
 - 2. Forward the completed PER to Supply;
 - a. Once received by Supply, a copy of the PER must remain on file at Supply in accordance with the applicable record retention schedule; and
 - 3. Return the proposed product that was tested by the officer to Supply.
 - A. Supply shall coordinate the return of the evaluated product to the vendor from which the product was acquired for evaluation.
6. RECOMMENDATION OF SUPPLY; DETERMINATION OF THE SUPPORT SERVICES MAJOR OF WHETHER A PROPOSED PRODUCT IS TO BE ACQUIRED
- A. Supply shall make a recommendation to the Support Services Major upon completion of its review of the Product Evaluation Report.
 - 1. Supply's recommendation shall be one of the following:
 - a. The proposed product should be immediately acquired by the agency;
 - b. The proposed product should possibly be acquired at some future time by the agency; or
 - c. The proposed product should not be considered for acquisition by the agency.
 - B. The Support Services Major shall determine whether a proposed product is to be acquired by the agency, and that determination shall be based upon:
 - 1. The results of the product evaluation process, as documented in the PER;
 - 2. The recommendation of Supply;
 - 3. The cost to acquire the proposed product; and
 - 4. The overall operational priorities and needs of the Maine State Police.

- C. Once the Support Services Major has determined whether a proposed product is to be acquired by the agency, he or she shall notify Supply, and, if applicable, Supply will then inform the member who originally proposed the product of the Major's decision.

ATTACHMENT(S)

PRODUCT EVALUATION REPORT

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.