



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Maintenance & Accountability of Property & Equipment	Policy #	A-15
Effective Date:	May 22, 2025	Review Cycle:	2 Years
Distribution:	All Personnel	# of pages:	6
MLEAP:	1.11, 1.12, 7.23, 7.24		
	<i>Rescinds All Previous Policies Related to This Current Policy</i>		
Authorizing Authority:	Chief of Police Daniel Merrill		

I. POLICY:

The availability and serviceability of proper equipment enables Orono Police Department officers to perform their assigned tasks safely and efficiently. Employees are provided with the necessary equipment to perform their duties, and they are responsible for its proper use and accountability. Equipment issued to officers shall remain the property of the department and will be maintained in good serviceable condition. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action.

II. PURPOSE:

This policy is to set forth the responsibilities and guidelines regarding the use and care of department equipment and property.

III. PROCEDURES:

A. Uniform Equipment:

1. When a new employee is hired, they will be provided equipment to perform their assigned duties, and the new employee will sign an **Officer Inventory Form (Appendix #1)** accepting the responsibility of the assigned equipment. When an employee separates from the Orono Police Department, they will return all property that was assigned to them, signing a return receipt acknowledging the full return of Orono Police Department property. When an employee leaves the department, the inventory sheet will be used to ensure that all assigned department equipment is accounted for and returned. **MLEAP 1.12**
2. Department owned equipment will be used by employees, only for its intended purpose, by established department procedures. Department equipment will not be used by employees for their personal use or benefit.
3. Employees will maintain department equipment issued to them in a good and serviceable condition. Replacements for department equipment will be issued upon written request of the employee. The disposition of the piece of equipment being replaced shall be determined by the Chief of Police or designee. Department issued equipment or equipment purchased with funds from the department's clothing allowance will be used only as directed by the Chief of Police.
4. All equipment carried by employees on-duty will be clean, in good working order, and conform to department specifications. Employees shall use only that equipment that is authorized by the department. Employees will be responsible for the proper use and care of department equipment

and equipment assigned to them personally. Damaged or lost equipment caused by the neglect of the employee will result in reimbursement charges and/or disciplinary action.

1. All employees will immediately report, in writing, any damage to or loss of department equipment assigned to or used by them. Any defects or hazardous equipment conditions will also be reported, in writing, to the employee's supervisor as soon as they are observed.
2. All employees will be required to surrender any department owned equipment in their possession at the time of separation from the department. Failure to return items could result in civil and/or criminal sanctions if agency property has not been returned or reimbursement arrangements to the department are made.
3. The employer reserves the right to determine an adequate level of equipment necessary for the employee to perform their job function in a safe manner. Equipment that is issued by the employer or that is required to be used by the employee will be maintained at department expense. Personally owned equipment, ***which has not been preauthorized (refer to Uniforms and Appearance Policy)*** that is damaged in the course of employment will be repaired by the employer, provided advance permission to use such equipment has been requested in writing by the employee, and written approval from the Chief of Police has been obtained by the employee. **MLEAP 1.11**
4. When uniform items, or equipment, are damaged and need replacing, officers shall request replacement or repair, in writing, to the Chief of Police providing details of how the items were damaged.
5. A written record of receipts will be kept by the department to provide accountability for issued equipment. The receiving employee will sign for all equipment issued.
6. Periodically, a written list of issued equipment will be given to each employee to verify what equipment they have in their possession. Within 30 days of issuance of this list, all listed equipment will be made available, as needed, for inspection by supervisory personnel.

B. Department vehicles:

1. At the beginning of a tour of duty, department vehicles will be inspected by the employee who is operating that vehicle for the assigned shift. In cases where vehicles are assigned on a semi-permanent basis to an employee, that employee will be held responsible for inspecting that vehicle daily before the beginning operation for the day. **MLEAP 7.23**
2. When discrepancies, missing items, needed repairs, or damage is noticed during the vehicle inspection, it will be documented/noted on the Cruiser Maintenance sheet and submitted to the maintenance officer.

C. Inspection of Specialty Equipment;

MLEAP 7.24

1. To ensure the readiness of specialized equipment that is not utilized daily, an inspection will be conducted and documented twice a year. This equipment will consist of, but not limited to;
 1. Radar or Sign Trailer
 2. Mobile Command Vehicles
 3. ATV, Motorcycles

IV. INVENTORY OF ASSIGNED EQUIPMENT:

Any defects, damage, or missing equipment will be reported immediately, in writing, to the supervisor on duty. Failure to report damage or defects will create the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, will be held responsible for the damage or equipment shortage.

A. Exterior inspection for, but not limited to:

1. Cleanliness
2. Body damage

3. Tires - proper inflation and wear
4. Proper functioning of headlights, taillights, turn signals, parking lamps, plate lights, and emergency equipment
5. Fluid levels, belts
6. Trunk and related equipment

B. Interior inspection for:

- i. Cleanliness
- ii. Interior lighting
- iii. Mobile Computer
- iv. Emergency equipment; i.e., radio, siren, lights, console
- v. Report Forms
- vi. Prisoner Transport Barrier
- vii. Specialty Weapons
- viii. Digital Camera
- ix. Digital Recorder
- x. Equipment assigned to a specific vehicle, or Officer, not listed above

C. Trunk inspection for, but not limited to:

- i. Fire extinguisher
- ii. Traffic cones
- iii. Traffic Vest
- iv. First aid kits
- v. Paper bags
- vi. Crime scene tape
- vii. Paint
- viii. Chalk
- ix. Flexible handcuffs
- x. Tape measure
- xi. Hazmat bags
- xii. Bio-hazard cleaners

Appendix #1

Officer Name		Date Signed		
Signature of New Officer				
ITEM	MODEL / SERIAL IF APPLICABLE	ISSUING SUPERVISOR/FT O	NEW OFFICER INITIALS & DATE	RECEIVING OFFICER INITIALS AND DATE ITEM RETURNED
Uniform Long Sleeve				
Uniform Short Sleeve				
Pants				
Winter Jacket				
Rain Jacket				
Necktie				
Tie Bar/Tac				
Uniform Hat				
Hat Strap				
Hat Badge				
Hat rain cover				
Summer Boots				
Winter Boots				
Outer Belt				
Inner Belt				
Double Magazine Pouch				

OC Pouch				
OC Small Can				
Handcuff Case				
Belt Keepers				
Protective Glove Case				
ASP 21'				
ASP Holder				
Flashlight Ring				
Taser Holster				
Holster				
Weapon Mounted Pistol Light				
Radio Holster				
Handcuff				
Flashlight				
Name Tag				
Patrol Gloves				
Patrol Bag				
Summons Holder				
Collar Brass				
Winter Hat				
Traffic Vest				
Concealable Ballistic Vest				
Glock 19 w/3 Magazines				
9mm Caliber Ammo				
M4 Patrol Rifle				
.223 Caliber Ammo				
Portable Radio				
Police Identification				

Cruiser Keys				
Police Department Key Fob(s)				
Body Worn Camera				
CEW Weapon				
Other Items (1)				
Other Items (2)				
Other Items (3)				
Other Items (4)				