



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Departmental Equipment Inventory	Policy #	A-18
Effective Date:	January 21, 2025	Review Cycle:	2 Years
Distribution:	All Sworn Personnel	# of pages:	2
MLEAP:	1.10		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Daniel Merrill		

I. POLICY

Vehicles and equipment are entrusted by the Orono Police Department to the care of the employees utilizing them. Neglectful use and/or the loss of vehicles and equipment lead to reduced effectiveness in providing service to the public. Employees will be held accountable for the careless and Neglectful use of agency property. The destruction or loss of agency property will be investigated with the goal of determining cause and preventing future losses.

II. PURPOSE

It is the purpose of this policy to establish guidelines on who is responsible for the procurement and requisitioning of department equipment, maintaining inventory records, and what to do if equipment is lost, stolen, or damaged.

III. DEPARTMENT OWNED PROPERTY

A. **Procurement:** Procurement of agency-owned property is the responsibility of the Chief of Police or designee as part of the agency's budget development process.

B. **Requisitioning:** Requisitioning of agency-owned property is the responsibility of the Chief of Police or their designee, except for the following specialty areas:

1. Department Vehicles & Fixed Assets - **Captain or Designee**
2. Firearm, Firearms Accessories & Ammunition – **Captain or Senior Firearms Instructor**
3. Computer Equipment (Desktop and Mobile) – **Captain or Designee**
4. Radio Equipment (Mobile & Portable) – **Captain or Designee**
5. Investigative Equipment (Cameras, Recorders, etc.) – **Captain or Detective Sergeant**

C. Individuals assigned to the above specialties shall maintain an updated inventory list at all times and include important and relevant information including but not limited to; **MLEAP 1.10**

1. Serial Numbers
2. Model Numbers
3. Date of Purchase
4. The anticipated life of service

IV. INVENTORY RECORDS

MLEAP 1.10

- A. The individual assigned to oversee capital equipment will be responsible for maintaining and updating property that they are directly in control of.
- B. **Annual** updates of all assigned equipment will be conducted on a yearly basis to determine the following:
 - 1. To ensure that the equipment is assigned to the proper individual.
 - 2. To ensure that the equipment is in good working order and determines if a replacement is needed.
 - 3. To assist the Chief of Police in their yearly budget developments.

V. AGENCY PROPERTY DAMAGED, LOST, STOLEN

- A. Whenever property belonging to the agency is damaged, lost, or stolen, a report must be completed documenting the facts of the incident. This does not include incidents of motor vehicle crashes, which will be recorded on the standard crash report form.
- B. The report or memorandum is to be filled out with full details by the employee having the damaged, lost, or stolen equipment in their charge at the time the incident occurred. This document is to be turned in by the end of their shift.
- C. Once completed, the report is to be submitted to the employee's supervisor. The supervisor will review the information along with other reports completed as may be required to determine if negligence on the part of the employee was a factor causing the agency property to be damaged, lost, or stolen.
- D. Within seven (7) days of the incident, all relevant reports will be forwarded to the Chief of Police, who will make a final disposition and notify the employee and supervisor of the finding.