

604.1 ISSUANCE OF EQUIPMENT

- I. PURPOSE: To set forth a procedure for assigning, tracking, and returning department uniforms and equipment issued to employees.
- II. DISCUSSION: The police department retains ownership of uniforms and equipment issued to employees. This procedure is established to detail assigned articles. Refer also to SOP 604 (Procurement of Department Property); SOP 643 (Firearms).
- III. DEFINITIONS:
 - A. Individual Property Record (TPD 603): a form and computerized records that provide a record of issued uniforms and equipment assigned to individual employees upon employment.
 - B. Equipment List: includes all items listed and/or recorded as issued on an individual property record.
 - C. Radio Equipment Form (TPD 562): a multi-purpose form used for radio equipment transactions as follows:
 1. Authorizes the Electronics Division (Radio Repair – 3701 N. 12th Street) to issue radio equipment;
 2. Authorizes radio repair to make replacements of radio equipment;
 3. Authorizes radio repair to configure specialized radio frequency; and
 4. To notify radio repair when a specialized frequency is ready for removal.
 - D. Uniform/Equipment Replacement Form (TPD 603-A): a form used by the Training Unit to record the issue of replacement uniforms and equipment.
 - E. Return of Issued Equipment Agreement (TPD 604): a written agreement signed during the hiring process requiring the return of all issued equipment, source material, and police identification prior to the resigning employee's final paycheck being issued. Failure to turn in any required items may result in deduction of an appropriate amount from the final paycheck or other civil or criminal action.
- IV. PROCEDURES:
 - A. Uniforms - Issuance:
 1. The initial issue of uniforms for sworn officers is coordinated by the Personnel Unit (SOP 604). The division to which the employee is assigned is responsible for ordering replacement uniforms and initial orders for non-sworn personnel.
 - B. Uniforms - Replacement:

1. See SOP 604 for “Purchasing – Notice of Delivery.”
 2. Maintaining of Records for Replacement Uniforms:
 - a. The Training Unit will complete a uniform/equipment replacement form (TPD 603-A) when issuing uniforms or equipment received from the contract company and whenever articles are issued from stock.
 - b. The Training Unit will use the uniform/equipment replacement form to update the individual property record. Additionally, used uniforms that are in serviceable condition will be made available to designated Department employees. Used uniforms in serviceable condition will be maintained at the Tampa Police Training Facility – 116 S. 34th Street.
- C. Equipment:
1. The Training Unit shall maintain a sufficient supply of replacement stock of equipment articles shown on the equipment list and place orders for new officers if stocking such items is not practical, i.e., requires specific sizing.
 2. The Training Unit will obtain the new recruits’ waist sizes and gun hand preference for holsters and gun belts.
 3. Prior to the equipment issue date, the Training Unit will assemble an equipment package for each recruit.
 4. The equipment issue date will be coordinated by the Personnel and Training Units so that articles will be received in conjunction with the new hire orientation.
- D. Replacement of Lost, Stolen, or Unserviceable Equipment: The same procedures required for replacement of uniforms and/or service weapons (SOP 604) will be utilized as applicable, to obtain replacement of equipment.
- E. Service Weapons:
1. Service weapons are obtained and test fired by Training Unit personnel as indicated in SOP 643.
 2. Service weapons are tracked and inventoried by serial number.
 3. Following test firing at the range, the designated firearms instructor will provide an inventory list of the weapons for the Training Unit’s records.
 4. The Training Unit will issue the weapons by serial number. Copies of the issue records will be entered into the individual property record.
- F. Service Weapon Replacement:

1. If a service weapon is lost or stolen the assigned officer will make an incident report and submit a copy with a letter of request for replacement to the Training Unit through their division commander for approval.
2. A copy of the incident report and the approved request letter will be delivered to the Training Unit prior to replacement of the weapon.
3. The designated firearms instructor will issue a replacement and update the individual property record.
4. If a service weapon must be replaced because it has become inoperable and cannot be repaired, the assigned officer will direct a letter of explanation and request for replacement approval, to the Training Unit through their division commander.
5. Whenever an officer is waiting for a division commander's approval, if needed, the Training Unit will issue a temporary replacement until permanent replacement approval is obtained.

G. Written Directive and Legal Bulletins:

1. The Professional Standards Bureau is responsible for maintaining, updating, and providing departmental written directives including Standard Operating Procedures (SOPs), Intra-Division Procedures (IDPs) and Manual of Regulations (MORs). Employees may access the directives via the City's INET.
2. The Legal Unit is responsible for maintaining and distributing all legal bulletins.

H. Badges and Employee Identification Cards (ID Cards):

1. The Forensic Investigative Unit will issue employee identification or ID cards (SOP 604). A listing of the employee's name, payroll number, and badge number will be sent to the Personnel Unit.
2. The Training Unit will record the issue of ID cards and badges on the "individual property records."

I. Issue and Accountability of Permanently Assigned Radio Equipment:

1. The Electronics Division (Radio Repair) will maintain the capital assets inventory for radios based on the total assignment to the police department.
2. The districts/divisions will maintain individual records of assignments for radios that are issued by radio repair. They will provide the Training Unit with a copy of the radio assignment list for accountability purposes.
3. Initial assignment of radio equipment (including shoulder microphone, desk charger, and radio belt clip) shall be as follows:

- a. When new officers report to their assigned division they will be directed by the immediate supervisor to report to the Electronics Division (Radio Repair) to be issued permanently assigned radio equipment.
 - b. The employee will initial an “assigned radio and equipment record” and obtain his/her supervisor’s signature to authorize the issue.
 - c. Upon receipt of the authorization, the Electronics Division will issue the radio equipment and enter the radio serial number and asset number. A copy of the completed radio and equipment record (TPD 562), will be sent to the Training Unit by the Electronics Division.
 - d. Upon receipt of the completed form, the Training Unit will record the issue on the “individual property record (TPD 603).”
4. Addition of a specialized radio frequency:
- a. When an officer’s assignment requires a specialized radio frequency, his/her immediate supervisor will direct the officer to complete a radio and equipment record form (TPD 562), obtain the signature of their division commander and report to radio repair.
 - b. Electronics Division personnel will verify the division commander’s approval signature and the identity of the officer through the employee identification card.
 - c. Electronics Division personnel will add the specialized frequency.
5. Removal of a specialized frequency:
- a. When an officer transfers or terminates employment from an assignment that requires a specialized frequency, that frequency will be removed from the assigned radio.
 - b. If the frequency is to be removed because of a transfer, the officer’s immediate supervisor will complete an assigned radio and equipment record form (TPD 562) and obtain the division commander’s authorizing signature. The immediate supervisor will deliver or send the approved assigned radio and equipment record form to the Electronics Division and direct the officer to report to the Electronics Division for frequency removal.
 - c. The Electronics Division will maintain a tickler file for the removal authorization forms. If the officer does not respond within ten days, the Electronics Division will report this information to the authorizing division commander for further action.
 - d. If the specialized frequency is to be removed because of employment termination, the immediate supervisor will complete an assigned radio

and equipment form, obtain the division commander's approval, and send the form to the Electronics Division. The officer will be directed to return the radio and radio equipment to the Training Unit.

e. Replacement of lost or stolen radio equipment:

- i. If radio equipment is lost or stolen the assigned officer will make an incident report and submit a copy with a completed radio and equipment form to his/her division commander for approval of a replacement.
- ii. The assigned officer must submit the approved radio and equipment form to the Electronics Division prior to receiving a replacement.

J. Return of Uniforms and Equipment:

1. Employees who are terminating employment will return all issued serviceable uniforms, equipment, radio, radio equipment, ID cards, badges, traffic citations, and any other city owned property in their possession to the Training Unit. Uniforms that are serviceable will be returned cleaned and pressed to allow re-issue to another employee.
2. The designee accepting the returned articles will check off, and initial each item that is returned on the individual property record (TPD 603). Any items that are not returned will also be noted on the form. A copy of the individual property record with the notations will be given to the terminating employee as a receipt.
3. The last paycheck and/or other "Buy Out" compensation due to all terminating employees will be held by the COT Revenue and Finance Division until all city property is returned. (Refer to TPD 604 – Return of Uniform and Equipment Agreement).
4. If a terminating employee returns only part of the issued property, the Training Unit will send a copy of the individual property record to the COT Employee Relations Division. This copy will note the missing items, be stamped "hold" and show the date the employee promises to return the rest of the property. This will serve to notify Revenue and Finance to hold the final check or take steps to deduct the value of the property.
5. When the terminating employee returns all issued property, the Training Unit will stamp "cleared" on the individual property record and send it to Employee Relations to facilitate the release of the employee's final check.
6. Employees failing to return or account for city property may be subject to criminal prosecution and civil action.

K. Disposition of Returned Uniforms and Equipment:

1. The Training Unit will be responsible for the following dispositions of returned uniforms and equipment:
 - a. ID Card:
 - i. Forward with the “cleared” individual property record to the Employee Relations Division;
 - ii. Return badges to the Training Unit;
 - iii. Return radio and radio equipment to the Electronics Division (radio repair);
 - iv. Return proximity key and garage access cards to the Criminal Intelligence Bureau (CIB);
 - v. Evaluate and place returned uniforms in stock for re-issue or disposition;
 - vi. Return all service weapons to the Training Unit vault and all other equipment to the Training Unit for storage and re-issue; and
 - vii. Evaluate ammunition for serviceability and/or destruction.

Supersedes SOP 604.1, dated 4/19.