




**Department of Public Safety
Police Division
Policies and Procedures**

<u>Title</u> Divisional Equipment and Uniform Tracking		<u>SOP Number</u> 15.2.100	
Approval Signature 			
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Divisional Equipment and Uniform Tracking

I. Purpose

The purpose of this directive is to establish a policy for the issuance, transfer of custody, maintenance, and return of division equipment and uniforms.

II. Definition

PMI Evidence Tracker – Evidence and asset management system utilizing a bar code system to track the issuance and chain of custody of all division controlled property.

III. Policy

- A. It is the policy of the Cincinnati Police Division (UCPD) to issue division owned equipment and uniforms to officers so that they can perform their duties in a safe manner while projecting a professional appearance.
- B. Items that are issued to individual officers are the property of the Cincinnati Police Division and can be inspected at any time as requested by the Standards & Strategic Development Section, Division Evidence and Property Specialist, Armorer or any supervisor.
- C. Issuance of equipment and uniforms will be tracked so that there is a clear record that a piece of equipment or uniform item was issued to a certain officer on a specific date.
 - 1. All pieces of equipment that include a serial number or are considered weapons will require a signature of the receiving officer on [UCPD Weapon Tracking, Form-19](#).
 - 2. All uniform parts that are issued to officers will be issued by the Evidence and Property Specialist or a supervisor to the officer and a record of the issuance will be maintained to track uniforms.
 - 3. All pieces of equipment that are issued to officers will be assigned to the officer and it will be the responsibility of the officer to maintain the equipment and report any damage or need for maintenance to their supervisor no later than the end of their next shift.
 - a. Notification should be made by email or [UCPD Uniform, Request/Distribution, Form-20 \(A\)](#).
 - b. Supervisors that have been notified of an issue with equipment or uniforms will notify the Evidence and Property Specialist or Armorer by email or by forwarding the division form completed by the officer.
 - 4. Lost or stolen property shall be reported as required in the UCPD Policy 4.1.100 Uniforms, Business Attire, Equipment and Grooming Standards.
 - a. Misplaced or mislabeled uniforms by the division dry cleaning service do not require notification unless the uniforms are missing for more than 2 drop-off days.
- D. All issued equipment and uniforms are required to be returned upon separation

Divisional Equipment and Uniform Tracking

from employment by resignation, retirement or termination.

1. An exit inventory of equipment is required for an officer to verify that all division equipment is returned.
 - a. Upon retirement, an officer in good standing will be awarded a retirement badge and sworn members will be awarded their duty firearm.
 - 1) The firearm will be removed from the firearms inventory log and the officer will sign a [UCPD Weapon Tracking, Form-19](#) acknowledging the ownership of the handgun.

IV. Procedure

- A. Upon initial employment, an officer will be issued all needed equipment and uniforms by the Evidence and Property Specialist and Armorer.
 1. All items issued will be documented using the division asset tracking system "PMI Evidence Tracker".
 - a. If an item is barcoded, it will be scanned and issued to an officer in the system.
 - 1) The system will use barcodes that are already applied to firearms, Taser conducted energy weapon (CEW), and Axon Body Worn Cameras (BWC).
 - 2) Serial numbers will be included for any item that displays a serial number that is not barcoded.
 - 3) If possible, a barcode sticker will be applied to the item before issuance, example: handcuffs, ASP baton, chemical irritant.
 - b. If an item is not individually barcoded, a barcode will be created for the item and placed in a notebook for scanning (example: M long sleeve uniform shirt-police).
 - c. When the items are issued to the officers a form will be printed out and the officer will sign the form acknowledging the receipt of the equipment and/or uniforms.
- B. When the UCPD issues a new piece of equipment or uniform item they will be issued by the Evidence and Property Specialist or Armorer.
 1. All newly acquired equipment and or uniform parts will be entered into the PMI Evidence Tracker database.
 2. All items issued will be documented using the PMI Evidence Tracker.
- C. Inspections
 1. Supervisory roll call inspections that discover missing or damaged equipment that requires an immediate replacement or a loan of an item will be documented to track the issuance of the replacement or loan on a division form.
 - a. Items that must be immediately replaced will be done so by the Evidence and Property Specialist, Armorer or any supervisor that has access to the replacement item or uniform part.
 - b. Worn items that require replacement will be noted and the supervisor will

Divisional Equipment and Uniform Tracking

notify the Evidence and Property Specialist by email or by forwarding the Uniform Request/Distribution Form-20 (A) completed by the officer.

2. The Evidence and Property Specialist will conduct an annual inspection of all issued equipment and uniforms to determine if a piece of equipment or uniform part is in need of routine maintenance, repair, or replacement. This inspection will be overseen by the Inspections Lieutenant.
 - a. Any item that is damaged because of misuse or neglect will be documented and the supervisor of the officer will be notified of the issue so that corrective action can be taken.
 - 1) Issued equipment and uniforms will be placed on a longevity chart that estimates the life expectancy of the item.
 - b. All items that are inspected will be noted on the inspection form and any item that is replaced will be documented on the form.
 - 1) Any item that is replaced by the Evidence and Property Specialist will be documented using the PMI Evidence Tracker.
 - 2) Items that are no longer of value or able to be issued will be destroyed and will be removed from the division inventory in the PMI Evidence Tracker.
 - c. When replacement items are issued to an officer, a [UCPD Uniform Request/Distribution, Form-20 \(A\)](#), will be printed out and the officer will sign the Uniform Request Form acknowledging the receipt of the equipment and/or uniform part(s).
 - d. The inspection form will be forwarded to the officer's supervisor to document the condition of the equipment and uniforms as well as the issuance of any new items.
- E. Repair or service of equipment.
 1. Any time equipment items require repair, the transfer of the item will be documented in the PMI Evidence Tracker.
 - a. The servicing of any firearm or CEW requires a [UCPD Weapon Tracking, Form-19](#) that is used to track the item in PMI Evidence Tracker.
- F. Return of equipment and uniforms.
 1. All issued equipment and uniforms are required to be returned upon separation from division employment by resignation, retirement or termination.
 2. An exit inventory of equipment is required to verify that all division equipment is returned.
 - a. The Standards & Strategic Development Section, Evidence and Property Specialist or a supervisor will conduct the inspection in the presence of the separating employee if possible.
 - b. The University of Cincinnati – Separation Clearance Form will be completed at the same time as the inspection.
 - c. Any missing items will be documented and the employee's final check may be held until any missing items are returned.
 - d. Officers are responsible for all issued equipment and uniforms and should not give items to other officers or convert the items to their personal use.

Divisional Equipment and Uniform Tracking

- e. All items that are turned in and are usable should be returned to the division inventory in the PMI Evidence Tracker.
- f. Any item that is not serviceable and cannot be re-issued will be destroyed and removed from the division inventory in the PMI Evidence Tracker.
- g. Upon retirement of an officer they will be issued a retirement badge and for sworn police officers they will receive their duty handgun.
 - 1) The firearm will be removed from the division inventory and the retiring officer will sign a [UCPD Weapon Tracking, Form-19](#) acknowledging the ownership of the handgun.

G. Annual inventory

- 1. The Evidence and Property Specialist will ensure an annual inventory of all equipment and uniforms is completed using the division inventory in the PMI Evidence Tracker system. The inventory will be overseen by the Inspections Lieutenant.
 - a. The inventory will be completed by October 31st of each year.
 - b. All firearms, CEWs, BWCs, and portable radios will be specifically reported as accounted for in the inventory.
 - c. The results of the inventory will be documented by the Inspections Lieutenant on an Internal Correspondence Memo, Form-5, and forwarded to the Police Chief through the chain of command.

References

UCPD Policy 4.1.100 Uniforms, Business Attire, Equipment and Grooming Standards