




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

<b><u>Title</u></b> Divisional Equipment and Uniform Tracking	<b><u>SOP Number</u></b> 15.2.100
<b>Approval Signature</b> 	
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<b>Reviewed/Revised by</b>	<b>Pages</b> 5
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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. 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 safely perform their duties 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 a 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 who 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 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.

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### **III. 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.

### **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 weapons (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, for example: chemical irritant.
    - b. 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 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 who has access to the replacement item or uniform part.
    - b. Worn items that require replacement will be noted, and the supervisor will notify the Evidence and Property Specialist by email or by forwarding the [Uniform Request/Distribution Form-20 \(A\)](#) completed by the officer.
  - 2. Annual Inspection and Inventory
    - a. The Evidence and Property Specialist and Administrative Sergeant shall coordinate an annual inspection of all uniform parts and equipment issued to each officer.

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- 1) An inspection sheet should be generated for each officer, which lists all of the uniform parts and equipment issued to that officer and should include any serial numbers.
  - 2) The inspection sheets should generally be distributed to the appropriate supervisors for completion.
  - 3) All uniform parts and equipment issued to each officer shall be accounted for on the inspection sheets.
  - 4) Any equipment or uniform part in need of routine maintenance, repair, or replacement shall be noted on the inspection sheet.
    - a) The issue or replacement of uniform parts or equipment shall be requested, completed, and documented as required by this policy.
    - b) If equipment or uniform parts have been lost or are damaged because of misuse or neglect, the officer's supervisor shall take any necessary corrective action. If someone other than the officer's supervisor is conducting the inspection, that person shall notify the officer's supervisor so that any necessary corrective action can be taken.
    - c) Items that are no longer of value or able to be issued will be destroyed and removed from the division inventory by the Property and Evidence Specialist.
  - 5) Completed inspection sheets should be returned to the Evidence and Property Specialist.
    - b. The Evidence and Property Specialist and Administrative Sergeant shall perform an annual inventory of all unissued uniform parts and equipment that can be issued to an officer.
      - 1) All weapons, body-worn cameras, and portable radios will be specifically accounted for in the inventory.
    - c. The Administrative Sergeant will document the results of the inspection and inventory on a Form 5 to the Chief of Police.
- D. 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](#), which is used to track the item in the PMI Evidence Tracker.
- E. 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 inspect 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

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- 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.
  - 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.

### **References**

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