

	POLICY & PROCEDURE	SERIES # 606	PAGE 1 OF 7
	EQUIPMENT AND EXPENDABLE SUPPLIES ISSUE AND REPAIR		EFFECTIVE DATE 08/29/06
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #606 dated 02/07/05.		

I. PURPOSE:

The purpose of this policy is to establish and regulate repairs to equipment and the issuance of all expendable supplies within the Hampton Police Division.

II. POLICY:

It shall be the responsibility of the Property and Evidence Unit of the Police Division to control and issue operating supplies within the Division.

- A. In the case of specialized, expendable supplies, individual supervisors who require these specialized items will be required to store, issue and control their expenditures.
- B. The Unit Commander charged with responsibility of controlling specialized expendables shall coordinate their efforts with the Fiscal Management section (Procurement) to insure that proper supplies are purchased in a timely manner and maintained in proper quantities.
- C. Use of police property, equipment or material for any purposes other than in connection with official police business is prohibited.

III. PROCEDURE:

A. DEFINITION:

- 1. Expendable supplies are defined as common supplies to the entire Division and those supplies that are readily consumed, such as forms and office supplies.
- 2. Specialized expendables would include items, which are peculiar to a specific function such as film for the Forensics Unit or ammunition and targets for the Training Section, etc.

APPROVED:
CHIEF OF POLICE



B. SUPPLY INVENTORY CONTROL

1. Procurement shall maintain records of supply receipt, including the date of order and the date of receipt, the type of supply and the amount of the supply received.
2. Property and Evidence will maintain:
 - a. Records of supplies issued, this record will include the date, the type, the amount and the unit, which received the supplies.
 - b. An inventory control system which enables reorders to be made with appropriate lead-time to allow supplies to be received before current stock runs out.
3. Unit Commanders will designate in writing to Property and Evidence two people that will be responsible for primary monitoring and obtaining supplies from the Property and Evidence Unit. These people will also be responsible for designating a place where consumables will be distributed to their co-workers.
4. Expendable supplies will not be passed out on an individual basis to individual employees.
5. The designated employee from each unit may obtain supplies anytime after 9:00 a.m. on Tuesday through Friday. The employee will carry an itemized list of needed supplies to the Property and Evidence Unit and leave it with a staff member. Orders will be filled and supplies picked up based on a mutual agreement between the designated employee and Property and Evidence staff.
6. It will be the responsibility of each Unit Commander to ensure that consumables are used properly and when periodic inspections will be made to determine that supplies are properly utilized.
 - a. Only the amount of supplies needed to function normally should be kept in individual units.
 - b. Forms should be used for the specific purpose for which they were designed; they should not be used for scratch pads; they should not be modified to fit individual needs.
 - c. Standard Divisional forms such as offense reports and accident reports, etc., will be stocked and controlled in the Property and

Evidence Unit. Specialized forms which are utilized only for a particular purpose such as Federal Funding activities, will be the responsibility of the individual Unit Commander to stock and maintain.

C. USE OF COPY MACHINES

1. Copy machines are for copies numbering 25 or less.
2. If more than 25 copies are needed, a copy of the document is to be submitted to Procurement, and a Print Shop Work Order will be completed.
3. The document will be attached to the authorized work order and sent to the Print Shop by the requesting unit for processing.

D. REPAIRS

1. Copiers, Fax Machines, Typewriters, Computers:
 - a. Procurement is to be notified if any of these items need repair. Notification needs to include make, model, serial number, where item is located, and description of problem.
 - b. A determination will be made by Fiscal Management based on problem, age of equipment, estimated cost to repair and any other pertinent information as to whether it is more cost effective to repair or replace items on an individual basis.
 - c. If repair is authorized, Procurement will contact the appropriate vendor. Service tickets are to be forwarded to Procurement immediately upon completion of repairs.
 - d. If purchase of new equipment is necessary, Procurement will make arrangements as expeditiously as possible.
 - (1) When the new item is received, an HPD metal property tag will be affixed to the item.
 - (2) It will be the responsibility of the receiving unit to record the item make, model, serial number and HPD tag number of the old equipment no longer serviceable and forward this information to Procurement so the item can be deleted from the Division property list.

- (3) The Unit is also responsible for taking the unserviceable equipment to Property and Evidence, where final means of disposition will be determined with Fiscal Management.

2. Light Bars, Sirens.

- a. Vehicles experiencing problems with light bars and/or sirens are to be inspected by HPD Fleet Management personnel prior to any unit being taken for service.
- b. If problem is minor, (i.e., burned out bulb, bad fuse) and can be repaired by HPD Fleet Management personnel, they will perform needed service to make the unit operational.
- c. If HPD Fleet Management personnel cannot correct the problem, they will make necessary arrangements for the unit to be repaired.
- d. If HPD Fleet Management personnel are not available, the City Garage will work on light bars if it's a bulb or fuse that needs replaced.
- e. No vehicle is to be taken for service to a vendor without prior approval of HPD Fleet Management personnel.

3. Tint Meters, Cameras (35mm, Polaroid, Video) Radars, Alco-Sensors

- a. The officer will generate a special report including make, model and serial number of item and description of problem.
- b. The item needing repair and 2 copies of the special report are to be turned in to Property and Evidence.
- c. Property and Evidence will forward one (1) copy of Special Report to the Special Projects Supervisor who will obtain a repair estimate for items not covered under a maintenance agreement, attach the estimate to a procurement request for repair/replacement, and once a purchase order has been established, make arrangements for the repair work to be done.
- d. When a vendor has been located as required, Property and Evidence will be notified of the disposition instructions by the Special Projects Sergeant.

- (1) If item is to be repaired locally or a repair estimate is to be obtained, Property and Evidence will be instructed as to name and location of vendor. Property and Evidence will be responsible for contacting COMSEC to have a Police Cadet transport the item.
 - (2) If item is to be shipped to vendor for service, Property and Evidence will prepare the item for shipping and include a note to the vendor explaining how the item is malfunctioning.
 - (3) Property and Evidence will be given name, address and any other information needed to ship and will ensure that the item is wrapped properly and make arrangements for the package to be mailed or taken to City Hall mail center.
 - e. When the repaired item is returned:
 - (1) All attached invoices and/or packing slips will be forwarded to Procurement.
 - (2) Property and Evidence is responsible for notifying the shift supervisor or equipment operator that item is ready for pickup.
 - f. If an item cannot be repaired or if it is deemed too costly to repair, Fiscal Management will notify the Unit of record that the item is being deleted from inventory and a suitable replacement will be obtained as expeditiously as possible. It will also be the responsibility of Procurement to notify Property and Evidence of the proper disposition of the item.
 - g. For items that were damaged or broken, a copy of the Special Report should be forwarded to the **Administrative** Branch Commander to determine if the officer was negligent and should pay for the repair or replacement of the item.
4. Portable Radios
- a. Take to Info Center.
 - b. Fill out repair card in detail, including description of problem.
 - c. Info employee will complete the rest of the card by noting date

- d. and time of receipt and sign the card.
The card will then be filed.
 - e. Several times each week the contracted “radio repair” shop checks to see if there are any radios waiting for repair. If so, they will sign for the radio and take them for repair.
 - f. The radio repair shop will return the repaired radio to Info.
 - g. Info employee will pull the radio’s repair card, sign it in from repair shop.
 - h. Info personnel will leave a phone mail message for the appropriate officer that the radio is back.
5. Fleet Vehicle Radios
- a. 0800-1500 hours – Take the vehicle to radio repair.
 - b. After hours – Note in the vehicle repair/deadline book.
 - c. Next working day, HPD Fleet Management person will take the vehicle to radio repair.
 - d. Any pool vehicles left at radio repair will be picked up and returned to the police lot by the HPD Fleet Management person.
6. Take home vehicles will be taken to radio repair by the officer assigned to that vehicle and picked up by the officer.
7. Cellular Phones and Cellular Phone Batteries
- a. When repair is needed, contact the Communications Commander or his/her designee
 - b. The Communications Commander (or his/her designee) will make determination about service/replacement/repair and make necessary arrangements for same.
 - c. The Officer will be notified of the decision. If the phone is to be replaced, the same number will be programmed into the new equipment.
 - d. No loaners are available.

8. Division Pagers

- a. Issued by the Planning Unit.
- b. When repair is needed take to Planning Unit. Determination will be made about repair/replacement and make necessary arrangements for same.
- c. No loaners are available.

9. Fire Extinguishers

- a. If a police vehicle, fleet or take home, has a fire extinguisher in it that needs recharged, the officer will take that fire extinguisher to Property and Evidence.
- b. Property and Evidence will maintain a supply of charged fire extinguishers to swap out with those being turned in.
- c. Once Property and Evidence has several extinguishers needing to be charged, they will notify Procurement who will arrange for a vendor to recharge them.