

DEKALB POLICE DEPARTMENT

Subject: **Department Property and Inspections**

Policy#: **102.5**

Effective Since: New Policy, effective 1-1-19

Revision Effective: NA

FTO Training Task: NA

Reference Material: NA

ILEAP Standards Covered: ADM.19.01-19.03

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PURPOSE: It is the purpose of this policy to outline the department's procedures regarding the inventory and inspections of department property.

POLICY: The department maintains a variety of equipment, tactical tools and other devices that must be kept in a state of operational readiness for immediate deployment. It is the policy of this department to maintain an inventory of stored property and perform routine inspections to ensure its operational readiness. Each employee is responsible to use department property in a safe and responsible manner, and only for its intended purpose.

DEFINITIONS: none

PROCEDURE:

- A. The department will maintain a list of owned equipment necessary for either ordinary or emergency operations.
- B. A departmental resource inventory is available in CAD.
- C. All equipment will be inspected in a uniform manner:
 - 1. Ensure equipment is accounted for and properly stored.
 - 2. When applicable, check batteries, electrical connections, ignition capabilities, or other methods of starting or using the piece of equipment.
 - 3. When possible, test the equipment to ensure its readiness.[ILEAP ADM.19.01(a)]
- D. The frequency of inspections will depend on the type of property:
 - 1. Firearms issued to officers will be inspected yearly at the time of annual qualifications for pistols and rifles.
 - 2. Firearms stored in the arsenal will be inspected bi-annually.
 - 3. Tasers will be inspected bi-annually by the designated Taser Supervisor and daily before officer use.
 - 4. Digital cameras and video equipment will be inspected annually and before each use.
 - 5. Patrol equipment and tactical tools stored in vehicles will be inspected daily before each use. This equipment will be subject to random supervisory inspections, as well as a complete inventory of items annually.
 - 6. Vehicles in regular use will be inspected prior to each use.
 - 7. Vehicles used only in special situations, such as the prisoner transport vehicle and armored vehicle, will be inspected quarterly and prior to each use.[ILEAP ADM.19.01(b)]
- E. Identity, Authority and Responsibility of Conducting Inspections:
 - 1. Firearms will be inspected annually at the time of annual qualifications by a trained Firearms Instructor. Any firearm that is unfit for duty will be repaired as soon as possible by a certified armorer. If it cannot be repaired immediately, it will be stored in the armory for the Range Master or their designee to repair or replace when possible.
 - 2. Tasers will be inspected daily before use by the officer checking out the taser. If a malfunction or deficiencies is located, the officer will take the taser out of service, and tag the taser as out of service. The taser will be secured in the appropriate lock box. The officer will immediately notify the Taser Supervisor and

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a Taser Technician if available. The Taser Supervisor or Technician can return the Taser to service when repairs are completed.

3. Digital cameras and video equipment stored in vehicles will be inspected before use daily by the officer using the vehicle and documented on the vehicle inspection sheet. Stored digital and video equipment stored in the building will be inspected before use. Any deficiencies noted will be reported to the on-duty Sergeant of the applicable division. Equipment unfit for use will be repaired as soon as possible. If it cannot be repaired, the damaged equipment will be turned over to the Division Commander for disposition. An annual inspection of all digital camera and equipment will be conducted by the Division Commander or their designee.
4. Tactical tools stored in vehicles will be inspected before use daily by the officer using the vehicle and documented on the vehicle inspection sheet. Tactical tools stored in the building will be inspected before use. Any deficiencies noted will be reported to the on-duty Sergeant of the applicable division. Equipment unfit for use will be repaired immediately if possible, and if the equipment cannot be repaired, the damaged equipment will be turned over to the Division Commander. An annual inspection of all tactical tools will be conducted by the Division Commander or his designee.

[ILEAP ADM.19.01(c)]

F. Documentation of Inspections

1. Firearms instructors will document serviceability of firearms at annual qualification. The Range Master will maintain a list of all firearms and their status. Any lost or missing Firearm will be reported immediately in writing to the on-duty supervisor and the Range Master.
2. The Taser Supervisor will maintain a list of all tasers and will maintain a sign-out list of all daily taser use with any deficiencies. Any lost or missing tasers will be reported immediately in writing to the on-duty supervisor and the Taser Supervisor.
3. The Division Commander will maintain a list of digital cameras and video systems in their division. The equipment will be inspected yearly, and equipment stored in vehicles will be checked daily and recorded on the Vehicle Inspection sheet which will be maintained by the Division Commander. Any lost or missing digital equipment will be reported immediately in writing to the on-duty supervisor.
4. The Division Commander will maintain a list of all tactical tools assigned to their division. Stored equipment will be inspected yearly. Equipment stored in vehicles will be checked daily and recorded on the Vehicle Inspection sheet which will be maintained by the Division Commander. Any lost or missing Tactical Equipment will be reported immediately in writing to the on-duty supervisor.
5. Any property that remains lost or missing will be documented in writing in a memorandum to the Chief of Police.

[ILEAP ADM.19.01(d)]

G. Followup Procedures in Case of Deficiencies

1. A Glock armorer will repair pistols and a rifle armorer will repair the rifles. The armorer will report any repairs to the Range Master, who will maintain the

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appropriate documentation. Weapons that cannot be repaired will be stored in the armory and the Range Master will be notified.

2. Taser Technicians will repair damaged tasers. The Technician will report any repairs to the Taser Supervisor, who will maintain the appropriate documentation. Tasers that cannot be repaired will be turned over to the Taser Supervisor.
3. The respective Patrol Sergeant or Detective Sergeant will be responsible for ensuring the repair or replacement of their respective digital video equipment. If the equipment cannot be repaired, the digital video equipment should be turned in to the Division Commander.
4. The respective Patrol Sergeant or Detective Sergeant will be responsible for ensuring the repair of their respective tactical equipment assigned to them. If the equipment cannot be repaired, the tactical equipment should be turned in to the Division Commander.
5. Any property that remains damaged or unrepairable will be documented in writing in a memorandum to the Chief of Police and a replacement will be obtained whenever possible.

[ILEAP ADM.19.01e)]

E. All stored law enforcement equipment not otherwise addressed in this policy will be kept in a state of operational readiness and will be inspected biannually. [ILEAP ADM.19.03]

F. Any equipment that is unfit for use will be noted and the Division Commander will be notified for disposition.

Policy becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.