

# **Germantown Police Department**

## **Policies and Procedures**

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**Number:** 11-11  
**Effective Date:** January 1, 2003  
**Subject:** Facilities/Equipment Management  
**Previous Revisions:**

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### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the management and control of all facilities, property, and equipment under the control of the Germantown Police Department.

### **II. POLICY**

It is the policy of the Germantown Police Department to safeguard and properly maintain all facilities, property, and equipment that is purchased or allocated for operational use. Further, it is the policy of the Germantown Police Department to maintain an inventory of all property and records of issuance of equipment to personnel.

### **III. PROCEDURE**

#### **A. Property Management Responsibility:**

1. Property management responsibility will be vested under the direction of the Chief of Police and that responsibility shall control accounting and inspection over each area of property and facilities.
2. The Command Staff member assigned the responsibility of property management is identified hereafter as the Department Administrative Captain. This Administrative Captain, under the direction of the Chief of Police, shall be centralized designate for purchase or recognition of Department owned property.
3. Distribution and issuance of Department owned property to authorized users is a responsibility of the Chief of Police. This includes expendable items, installed property, uninstalled property, equipment, munitions, and personal wear items owned or assigned to the Department.
4. Accountability of Department owned property is a responsibility of the Administrative Captain.

5. The Administrative Captain, who is the Department Property Officer, shall be responsible for the management of:
  - a. vehicles and vehicle supplies
  - b. capital equipment
  - c. uniforms and uniform accessories
  - d. police equipment
  - e. procurement of Department property items and supplies
6. The Administrative Captain shall maintain Department owned property in a state of operational readiness, orderliness, and cleanliness.

B. Vehicles, Vehicle Accessories, and Supplies:

1. The Administrative Captain shall manage vehicles and vehicle supplies.
2. The City Vehicle Maintenance Shop shall maintain records of maintenance rosters that detail all vehicles utilized.
3. Records shall be maintained of issuance of equipment kept in or installed on vehicles.

C. Capital Equipment:

1. The Administrative Captain shall manage capital equipment.
2. Records shall be maintained which detail all fixed and portable equipment in the Department that has a value in excess of five hundred dollars (\$500) and has a Department retainability of one year or more.
3. Such equipment that is declared surplus, obsolete, or unserviceable shall be disposed of or sold in accordance with Tennessee State Law and Germantown City Ordinance.

D. Uniforms and Equipment:

1. The Administrative Captain shall manage uniforms and equipment.
2. Records shall be maintained which detail the issuance of uniforms and uniform equipment to each uniformed person in the Department.
3. Contact by uniform and equipment suppliers with personnel and the Department regarding provision of uniforms and equipment shall be coordinated by the Administrative Captain.

4. The Administrative Captain shall maintain all stored uniforms and equipment in a state of operational readiness, orderliness, and cleanliness.

E. Firearms and Armament:

1. The Department Range Master/Chief Firearms Instructor shall manage firearms, munitions, and armament.
2. Firearms and munitions shall be stored within a designated area(s).
3. Records shall be maintained which detail the issuance of firearms and armament to each officer in the Department.
4. The Department Range Master/Chief Firearms Instructor shall conduct an annual inventory of firearms, munitions, and armament. Any discrepancies should be recorded and reconciled.
5. The designated secure area(s) for firearms and munitions shall be inspected monthly to ensure the integrity of the system.

#### **IV. REVIEW PROCESS**

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.