

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

EQUIPMENT ISSUANCE
SUBJECT

DATE: July 24, 2013

NO: F-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Equipment Issuance
Obtaining Equipment

I. POLICY

Portable radios, M-16's, shotguns, shotgun ammunition, and latex gloves will be stored in the Main Police Facility Equipment rooms as well as in proper storage areas at other Police facilities.

II. PROCEDURE

- A. All Police Department personnel are issued a personal bar code identification located on the back side of the employee's Identification Card. Personnel needing equipment issued from the Equipment Room shall obtain the equipment through the "**Bar Code Check-Out System.**" Personnel assigned to Police Facilities other than the Main Police Facility shall follow procedures established for that Facility.
- B. Personnel will first be required to scan their Identification Card and then all of their equipment that is bar coded. Vehicles will be scanned from the appropriate Vehicle Card containing the vehicle's own bar code.
- C. Employees checking out equipment are responsible for returning the equipment to the Equipment Room at the end of their shift. All equipment will be scanned back into the Equipment Room the same way it was checked out. EQUIPMENT WILL NOT BE EXCHANGED BETWEEN EMPLOYEES.
 1. Exception: In cases of emergencies where sound police procedure so dictates, equipment may be passed to the oncoming shift with the approval of the Watch Commander or Shift Supervisor.
- D. Employees operating a vehicle in need of repair will fill out a "Vehicle Condition Report," form PD 59Q, and obtain a Supervisor's approval.
- E. Employees with radio equipment in need of repair will fill out a "Radio Condition Report," form PD 977.
 1. Spare batteries will be available, but should only be used when a radio battery does not continue to hold a full charge. When this occurs, Field Services personnel need to note the battery is not lasting throughout the shift so it can be re-conditioned and put back in with the spare batteries. Personnel shall not take a spare battery with them during their shift unless first cleared through a Supervisor.
- F. Shotguns and M-16s will be obtained from the Equipment Room through a Sergeant. Officers checking out weapons will need to be assisted by a Sergeant. Sergeants are issued a key to the gun lockers and are responsible for the issuance of the weapons.
 1. Shotgun ammunition will be obtained from the Equipment Room.
 2. Every Officer will be issued two M-16 Magazines loaded with ammunition. Patrol Officers will only be required to check out their magazines once and are responsible to turn them in at the time they are no longer assigned to the Field Services Division.
- G. At no time will an M-16 or shotgun be left in a vehicle at the end of an assigned shift.