

CLINTON TOWNSHIP POLICE DEPARTMENT

DEPARTMENTAL RULES AND REGULATIONS/POLICIES AND PROCEDURES

Clinton Township Police Department				
VOLUME: 04	CHAPTER: 16	# OF PAGES: 14		
SUBJECT: Equipment Use, Assignment, And Maintenance				
EFFECTIVE DATE: March 27, 1992	ACCREDITATION STANDARDS: 1.6.1	REVISION DATE	PAGE #	
BY THE ORDER OF: Thomas DeRosa Chief of Police		June 26, 2014 February 19, 2021 May 4, 2022	All Header	
Cross Reference #: Volume 1, Chapter 1 Volume 1, Chapter 13				

POLICY:

Certain property and equipment must be individually assigned to employees in order for the Clinton Township police department to maximize efficiency and effectiveness. The degree of care and maintenance provided to departmental property by the assigned employees has a direct impact on the department's operating budget as well its operational effectiveness.

Accordingly, employees are required to exercise reasonable and prudent care to prevent damage to all departmental property, regardless of whether the departmental property is assigned to them. Additionally, all property and equipment assigned, issued, or otherwise made available to employees shall only be utilized in accordance with the intended use of the property or equipment and in furtherance of an official department objective or activity. Further, such property shall be maintained in a state of operational readiness by the person or unit to which the property is assigned. Certain other restrictions have been established concerning the use of department equipment and shall be explained further in this general order.

I. DEFINITIONS

- A. Chain of Command—the unbroken line of authority extending from the Chief Executive Officer through one or more subordinates at each level of command down to the level of execution and vice-versa.
- B. Chief Executive Officer—that person who is responsible to serve as the head of the police department. The Chief Executive Officer may be a civilian Police Director or a sworn officer such as the Chief of Police or Officer-In-Charge. “Officer” as used in “Chief Executive Officer” need not denote sworn status.

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- C. Department-owned—any property, equipment, or other item owned, leased, or possessed by the Clinton Township Police Department or Township of Clinton, regardless of whether the property is individually assigned or is available for general use.
- D. Employee—everyone employed by the Clinton Township Police Department, whether sworn police officers, civilian employees, or appointed employees. Where appropriate, “employee” shall also include volunteers.
- E. Equipment—items issued and/or approved by the agency for employee use.
- F. Police Headquarters (or “Headquarters”)—the main police building that houses the administrative staff and other members of the Clinton Township Police Department.
- G. Police Vehicle—any vehicle under the control of the Clinton Township Police Department, whether marked or unmarked, with or without radio equipment.
- H. Privacy—pertaining to an individual as opposed to being open to the public or a government.
- I. Property—any land, building, or object which a person or entity has ownership rights to.
- J. Supervisor—a member of the department assigned to a position requiring the exercise of immediate supervision over the activities of employees.

PROCEDURE

II. GENERAL PROVISIONS

- A. The restrictions enumerated in this general order regarding the use of department equipment are only provided as examples and do not constitute an exhaustive list.
- B. When a question concerning the appropriate utilization of department property arises, the incident shall be closely scrutinized to determine if the utilization was in accordance with the intended use of the property or equipment and in furtherance of an official department objective or activity.
- C. Employees shall treat department property with the requisite degree of care to prevent unnecessary damage or malfunction.
- D. Department-owned property shall be inspected and maintained as provided for in this general order.
- E. Willful damage or destruction of department-owned property or resources shall be grounds for disciplinary action.
- F. Whenever department-owned property malfunctions, such condition shall immediately be reported to the employee’s immediate supervisor.

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1. The property's use shall immediately cease in order to prevent further damage and/or injury.
 2. The property shall be taken out of service until it can be inspected and/or serviced by an authorized individual.
- G. Employees are specifically prohibited from altering, modifying, or repairing any property or equipment unless ordered or approved by the Chief Executive Officer or his or her designee.
- H. Department-owned property issued or assigned to an employee that is lost, stolen, damaged, or destroyed due to negligence or use that is considered not consistent with the property's intended use shall subject the employee to the responsibility of repairing or replacing the affected equipment.
1. Repair or replacement of such property may be accomplished through the employee's personal insurance (if covered).
 2. Repair or replacement of such property may also be accomplished by reimbursement to the township for the fair market value of the property at the time of the loss.
- I. Employees shall be responsible for reporting any theft, loss, damage, or destruction of any department-owned property immediately upon discovering such condition.
1. If property is assigned to the exclusive use of one employee, a narrative report shall be completed by the employee and submitted to the employee's immediate supervisor for forwarding through the chain of command.
 2. The report shall contain as many of the particulars regarding the condition as are known to the employee at the time.
 3. In situations where the property in question is assigned or available to only a small number of employees, all such employees may be required to submit narrative reports if responsibility for the condition is not immediately accepted by the responsible party.
 4. If the property is generally available for use by numerous employees, and responsibility is not accepted, an Internal Affairs investigation may be initiated.
- J. Department-owned property and equipment shall be periodically inspected by the Operations Division Commander or the Administrative Division Commander to ensure that it is in a state of operational readiness (see the Clinton Township Police Department's '*Inspections*' general order at Volume 1, Chapter 13).
1. Employees having property and equipment assigned for their use are responsible for conducting periodic readiness and operational inspections of such property and equipment.

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2. Division Commanders shall be responsible for ensuring that all property and equipment assigned to and stored within their respective bureau/unit is periodically inspected to ensure operational readiness.

III. PRIVACY ISSUES

- A. In conjunction with the effective and efficient operation of the department, it is necessary to issue or assign property, equipment, and other resources to certain employees on an individual basis and to groups of employees on a collective basis.
 1. Such issuance and assignment shall include but not be limited to lockers, offices, desks, workspaces, motor vehicles, and computers.
 2. The issuance or assignment of such property and equipment is intended to facilitate the efficient operation of the department and provide the necessary resources to allow employees to effectively complete assigned responsibilities.
- B. The issued or assigned property, equipment, and resources shall remain the property of the Clinton Township Police Department and the Township of Clinton and the Chief Executive Officer always reserves the right to conduct unannounced inspections of such property to ensure compliance with the provisions of this general order.
 1. In addition, the Chief Executive Officer reserves the right to search all department property without advance notice to obtain information relating to a police investigation, police report, special assignment, Internal Affairs investigation, criminal investigation, or for any other legitimate reason.
 2. Assigned and issued department-owned property and equipment is intended for official use only and shall not be utilized to store personal property that is not specifically related to the law enforcement mission or an employee's job responsibilities.
 3. Employees are cautioned that any such personal items stored in department-owned property or equipment may be discovered during an inspection or search.
- C. The Chief Executive Officer shall maintain a box that contains a key to every file cabinet and desk in headquarters as well as keys to all interior and exterior doors at police headquarters.
 1. Employees are specifically prohibited from changing, altering, or replacing any lock or lock system installed on department-owned property without the express permission of the Chief Executive Officer.
 2. Employees are prohibited from utilizing personally owned storage devices of any type at police headquarters if the device is capable of being locked, unless such use is approved by their respective supervisor and a key to the device, or the combination, has been furnished to the Chief Executive Officer.

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3. Employees are specifically prohibited from installing a secondary combination or key lock on any locker located in police headquarters.
4. Spare keys to every department-owned vehicle shall be kept in the Patrol Room, Sergeant's office, and Operations Division Commander's office.
5. The copying of any department-issued key is strictly prohibited without the approval of the Operations Division Commander.

IV. MAINTENANCE OF DEPARTMENT-OWNED PROPERTY

A. Locker Room

The locker room facilities are available to provide a degree of comfort and convenience to employees. While the Township of Clinton does provide maintenance and cleaning services for the building, employees are expected to treat these facilities with due care and to maintain the area in an acceptable and safe condition.

1. Employees utilizing the sinks and/or showers in the locker rooms shall take precautions to ensure that excess water does not flow onto the floor in the locker area.
2. Towels and/or wash cloths utilized while showering shall be properly stored in a locker or removed from the premises.
3. No one shall write, print upon, or otherwise deface any locker. The display of personal items on a locker is permissible provided the material is not offensive or discriminatory and the display of such items does not damage the locker.

B. Offices and Workspaces

Employees who share an office, workspace, or desk are responsible for treating the property with due care to prevent damage and to maintain the area in a professional fashion. This includes the exercise of good judgment when loading or storing items in or upon any such resource or fixture to prevent collapse or damage.

1. Generally, any employee assigned a desk or workspace will be permitted to display photographs of their choosing, provided they are tasteful and non-discriminatory.
2. However, if the display of such photographs causes a disruption to the efficient operation of the department or creates an unprofessional appearance—including the display of numerous photographs creating a physical obstacle to the desk or workspace—the permission to display photographs may be revoked.
3. Employees who are assigned offices or workspaces may also display representations of educational achievement, awards, plaques, certificates, photographs, and other items related to the law enforcement profession.

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- a. Employees choosing to display such items must take precautions to ensure that there is no resulting damage to department property.
 - b. Furthermore, the township is not responsible for damage to these items.
4. Employees desirous of displaying such items shall seek approval from the Chief Executive Officer regarding the nature of the items displayed as well as the methods utilized to attach/display the items *prior* to initiating any such activity.
5. Similar approval must be secured by any employee desiring to hang/display items in a common area of police headquarters.

C. Common Offices and Areas

Common offices and areas include any office, room, workspace, hallway, or storage area not access-restricted or specifically assigned to a limited number of employees.

1. Employees are expected to assist in the overall maintenance of police headquarters.
2. The ability to maintain a professional atmosphere in police headquarters corresponds, in part, to the cleanliness and organization of department offices, rooms, forms, computers, workspaces, and desks.
3. To that end, employees shall endeavor to ensure such cleanliness and organization by cleaning up after themselves and returning items to their proper place when completed.
4. The supervisor of each oncoming shift shall inspect common offices and areas for cleanliness and damage.
 - a. If a lack of cleanliness or damage is observed, the supervisor shall bring this condition to the attention of the supervisor of the outgoing shift.
 - b. If such inspection does not occur, and if a condition is not brought to the attention of the outgoing shift supervisor, then it shall be assumed that the condition did not occur during that shift and the oncoming supervisor shall be responsible for its remedy.
5. Misplaced items shall be returned to their designated storage location to ensure immediate accessibility to other employees as needed.
6. In situations where a large amount of trash or litter is present in police headquarters (e.g., after a special event, after a long weekend, etc.), or significant effort is necessary to complete the cleanup, the Township Department of Public Works shall be advised.
 - a. Generally, this notification and resulting action will occur during normal business hours only.

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- b. However, if the situation is of such gravity that a disruption to the operational efficiency of the department has resulted, the appropriate command officer shall be consulted for direction.
- 7. Of particular importance is any area where food is stored, prepared, or consumed. In an effort to prevent rodent and/or pest infestation, and out of consideration for co-workers, employees shall ensure that such areas are thoroughly cleaned after the preparation or consumption of any meals or snacks.
 - a. Trash and unconsumed food shall be properly deposited in a designated trash receptacle for removal on the next scheduled workday.
 - b. Counters, tables, sinks, and microwaves shall be thoroughly cleaned.
 - c. Food and beverages shall be stored in refrigerators on a short-term basis. Long-term storage of perishable foods is strictly prohibited.
- 8. Supervisors are responsible for ensuring that employees comply with these provisions.

V. OFFICE SUPPLIES AND EQUIPMENT

- A. Department office supplies are for official department or township business only and shall not be removed or otherwise converted to any employee's personal use.
- B. Whenever any employee needs to re-order office supplies, the Police Secretary shall be contacted to facilitate the order.
- C. Utilization of the following office equipment is strictly limited to actions conducted in furtherance of an official department objective or activity:
 - 1. Computers and computer systems
 - 2. Printers and copy machines
 - 3. Facsimile machines (the fax machines' activity histories are subject to periodic audit to ensure that abuses do not occur).

VI. LANDLINE TELEPHONES

- A. Landline telephones installed at police headquarters are provided for employees to conduct conversations that are related to official department activities.
- B. Due to the cost associated with long distance telephone calls, and in an effort to maintain strict accountability, employees shall use their personal cell phones or other means to place long-distance telephone calls while on duty and/or while at police headquarters.

VII. DEPARTMENT-ISSUED CELLULAR TELEPHONES

- A. Cellular phones have been assigned and are otherwise made available to certain employees as a means of providing enhanced communication capabilities for such personnel conducting official department business.
- B. Employees assigned a cellular phone shall take precautions to ensure that the phone is utilized for conducting official department activities only.
 - 1. Employees shall exercise restraint concerning the use of the department-issued cellular phone. It is not intended to replace all landline communications and should be used only when traditional landline communications are not a readily accessible option.
 - 2. Employees should remain alert to the possibility of interception of communications conducted by cellular phone.
 - 3. Each phone generates separate billing information that will be routinely audited to prevent abuse.
- C. Employees who have been individually assigned cellular phones are required to carry the phones with them at all times while on duty.
 - 1. Employees who are in an on-call status shall carry the phones at all times.
 - 2. The Public Information Officer shall carry his or her department-issued cellular telephone at all times.
- D. Employees who are assigned a cellular phone for utilization during their shift shall carry the phone in a functional condition during their assigned shift and thereafter shall return the phone to the designated location for use by the oncoming shift.
- E. If any malfunction or damage is discovered to an individually assigned or shared cellular phone, the employee discovering the condition shall immediately report it in accordance with the provisions of this written directive.

VIII. PORTABLE RADIOS

- A. The Clinton Township Police Department has issued portable police radios to all officers.
 - 1. For the purposes of this general order, the term “portable radio” shall include the actual portable radio unit, charger, battery pack(s), and other accessories issued to any officer.

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2. Officers shall treat the portable radio equipment with sufficient care so as to prevent any unnecessary malfunctions.
 3. Employees assigned portable radios shall take precautions to ensure that only authorized persons conducting official department business utilize the radio.
- B. Officers issued portable radios are responsible for the security of the radio and shall not leave the radio unattended at any location where theft, tampering, or unauthorized interception of police communications is a possibility.
1. Officers who elect to carry a portable police radio in their personal vehicle while off duty may do so provided the officer carries official department-issued identification.
 2. No portable radio shall be left unsecured and unattended in any personal vehicle.
- C. Officers shall immediately remove from active service any portable radio that is experiencing malfunctions and complete a request for service through the officer who is in charge of the radios.
1. Officers experiencing problems with their portable radio that is determined to be associated with the battery pack shall request a new battery pack from the officer who is in charge of the radios.
 2. The charging of battery packs for use on duty is the responsibility of each officer. A fully charged battery pack shall be utilized for each assigned shift.
- D. Officers shall familiarize themselves with the manufacturer's recommendations for radio usage, battery charging, anticipated battery life, and use of accessories.
- E. Any damage caused by negligence or improper use/charging of the unit shall subject the issued officer the responsibility for the repair or replacement of the issued item.
- F. The provisions concerning the use and restrictions for portable radios is contained in Clinton Township Police Department's 'Communications' general order at Volume 2, Chapter 12.

IX. OFF-DUTY UTILIZATION OF DEPARTMENT PROPERTY

Employees are not permitted to utilize department-issued equipment while off duty or for personal use without the express permission of the Chief Executive Officer or his or her designee.

X. STORED PROPERTY

- A. The responsibility for the condition of all department-owned property that is being stored for future assignment/use rests with the officer assigned to be in charge of that property.
- B. That officer shall conduct periodic inspection of such property to ensure that it can be placed into immediate operation when needed.

XI. USE AND CARE OF POLICE VEHICLES

- A. The purchase and maintenance of police vehicles constitutes a major expenditure of the Clinton Township Police Department. In order to receive maximum benefit from these vehicles, the following procedures shall be observed.
1. Prior to each tour of duty, the police vehicle shall be inspected for safety standards and proper operation of emergency equipment.
 2. Police vehicles shall be maintained in a clean and presentable condition.
 3. Maintenance needs and damage to vehicles shall receive immediate repair. See Vehicle Repair Procedures as outlined below.
 4. Police vehicles shall only be driven by authorized personnel.
 5. Officers shall not permit non-police personnel to accompany them while on patrol without permission from their supervisor, except when necessary in the line of duty.
 6. Officers who operate a police vehicle that is equipped with the Tremco Anti-Theft System shall utilize the system at all times.
 - a. More specifically, officers shall use the Tremco device to lock their vehicle in the "Park" position whenever the vehicle is placed in "Park," thereby allowing the vehicle to be secure even while it is running (such as with a traffic stop or at the scene of a call).
 - b. At no time shall officers disengage the Tremco device unless the vehicle is to be operated by a mechanic or auto-body technician for repair purposes.
 - c. Use of the Tremco device shall not relieve officers of utilizing all other safe and secure practices as it relates to the operation and use of their patrol vehicles.
 7. Police vehicles shall be operated in an exemplary manner, in adherence to all posted or legal limits and controls.
 8. Officers shall avoid quick starts and rapid acceleration except when necessary in pursuing a violator. The habit of quick starts is costly and sets a poor example for other drivers.
 9. Officers shall avoid sustained high speed except when in pursuit of a violator or in responding to an emergency call for service.

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10. Officers shall avoid driving at erratic speeds, as well as unnecessarily slowing, stopping, or starting.
11. Only the extra equipment and accessories that are prescribed or installed by the department shall be placed in or on patrol vehicles.
12. Equipment that is not department-owned property shall not be affixed to or carried in patrol vehicles without approval of the Operations Division.
13. Patrol vehicles shall be serviced or repaired at authorized locations and in accordance with prescribed procedures.
14. Whenever practical, routine service and repair shall be scheduled so as to prevent removal of a vehicle from service during peak traffic and motor vehicle crash periods and on weekends and holidays.
15. Tires shall be properly inflated at all times.
16. All radio and emergency equipment placed in the trunks of patrol vehicles shall be properly arranged, kept clean, and in working order.

B. Patrol Vehicle Assignment

1. Patrol vehicles are assigned to officers for their use while on duty.
2. An officer may use a vehicle that is *not* assigned to him or her when:
 - a. the officer's assigned vehicle is out of service for repairs or service,
 - b. more than one officer is assigned to the same shift and those officers are assigned to the same vehicle, or when
 - c. ordered or authorized to do so by the Chief Executive Officer, a Lieutenant, Sergeant, or Shift Supervisor.

C. Responsibilities

1. All officers assigned to a particular vehicle shall be equally responsible for the vehicle's cleanliness and orderliness as well as all equipment contained therein.
2. The patrol vehicle shall be kept as clean as practicable, both inside and out. This includes under seats, in the ashtrays, and trunks.
3. Equipment assigned to the vehicle shall be maintained in good working order.

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- a. In the event an officer finds equipment to be inoperative, he or she shall immediately report this to his or her immediate supervisor, who shall in turn ensure that necessary repairs are performed as quickly as possible.
 - b. In the event an officer finds his or her vehicle or equipment in a state of disarray, he or she shall immediately bring the matter to the attention of his or her immediate supervisor.
 - c. The supervisor shall submit a memorandum to the Operations Division Commander as to the condition of the vehicle and the officer suspected to be responsible.
 - d. A copy of this memorandum shall be given to the Sergeant or Shift Supervisor of the responsible officer.
 - e. This Sergeant or Shift Supervisor shall then ensure the incident is not repeated and advise the Operations Commander of an explanation in writing.
4. All personal belongings and unnecessary equipment shall be removed from the patrol vehicle at the conclusion of each shift.

D. Vehicle Repair Procedure

1. When a vehicle is in the need of repair, the responsible officer shall complete the 'Vehicle Repair Form' and enter the form number, date, and his or her name on the master sheet located in the front of the Vehicle Repair Book in the Patrol Room.
2. The completed 'Vehicle Repair Form' shall be placed in the Vehicle Repair Book.
3. The township DPW supervisor shall be notified by phone that a vehicle is in need of repair and that a 'Vehicle Repair Form' has been placed in the Vehicle Repair Book.
4. The DPW supervisor will then examine the vehicle in need of repair and determine if any parts are needed for the repair.
5. All repairs shall be made in accordance with Fleet Maintenance Purchase procedures.
6. If an officer determines that a vehicle is unsafe to operate, the officer shall immediately remove the vehicle from service and notify the shift supervisor.
7. No person shall operate that vehicle until inspected and repaired by the township mechanic or authorized agent.

E. Vehicle Maintenance Procedure

1. Patrol vehicles shall be serviced at least once every three thousand miles or as needed.

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2. Administrative vehicles shall be serviced at least once every five thousand miles or as needed.
3. The agency in charge of servicing department vehicles, as designated by the Township at that particular time, may also perform routine and/or minor repairs such as the replacement of damaged light bulbs or windshield wipers.
4. Officers who have a department vehicle serviced shall notify the Operations Division Commander by providing the receipt or other documentation for the service to the Operations Division Commander. If, for some reason, no documentation is obtained, the officer shall notify the Operations Division Commander via electronic mail.

F. Inspection

1. All department vehicles shall be inspected by each officer at least once at the beginning of each tour of duty.
 - a. The vehicles shall be inspected for obvious repairs needed, body damage, and cleanliness (inside and out).
 - b. All equipment assigned to the vehicle shall be inspected for cleanliness, orderliness, operable condition, and the proper amount as required by departmental policy and procedure.
 - c. Any condition found to be unacceptable shall be reported by the officer to his or her immediate supervisor in writing, noting the condition, the correction, and responsible officer, if known.
2. Equipment that is missing or damaged shall be noted by the officer on his or her daily log.

G. Use Of Patrol Vehicles for Transportation to Schools, Meetings, Etc.

1. Any officer utilizing a police vehicle for transportation to and from assigned schools outside of the township shall make notification to a Lieutenant, Sergeant, or the Chief Executive Officer.
2. No officer shall take a patrol vehicle home overnight, for any reason, without the express approval of the Operations Division Commander.

H. Equipment To Be Kept in All Patrol Vehicles

1. Minimum of 12 flares
2. One (1) pair of gloves

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3. Two (2) Crayons
4. One (1) Rope
5. One (1) pry bar
6. One (1) lock jock
7. One (1) oxygen unit
8. One (1) first aid kit
9. One (1) fire extinguisher
10. One (1) pair of goggles
11. One (1) blanket
12. One (1) 100' measuring tape
13. One (1) 12-gauge pump shotgun or AR-15 Rifle
14. One (1) Aids Kit
15. One (1) Tyvek Suit

I. Gasoline Consumption

The following procedures shall be adhered to by all officers in an attempt to conserve gasoline consumption.

1. The police vehicle shall be turned off and the keys shall be removed upon arrival at all calls, except when an emergency call requires the operation of all emergency lights.
2. Whenever officers respond into headquarters, patrol vehicles shall be turned off, the keys shall be removed at all times, and the vehicle shall be backed into marked spaces and locked.

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All police procedures heretofore employed by the Clinton Township Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Clinton Township Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.