

Cobb County Police Department

Policy 3.06

ISSUED EQUIPMENT

Effective Date: November 1, 2017	Issued By: Chief M.J. Register
Rescinds: Policy 3.06 (May 1, 2016)	Page 1 of 4
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines for the accountability and responsibility for Department issued equipment, and to establish procedures for reporting unserviceable or damaged equipment.

I. POLICY

- A.** It is the responsibility of employees to use, maintain, care for, and store all issued equipment in the manner prescribed by policy, the manufacturer, and/or as instructed by authorized Department representatives (i.e. – instructors, specialists, etc.).
- B.** Maintaining stored agency equipment in a state of operational readiness is the responsibility of the person or unit to which equipment is assigned. This includes care and cleaning, preventative maintenance, repair, workability, and responsiveness.

II. INDIVIDUALLY ISSUED EQUIPMENT

Employees are issued the equipment necessary to complete their assigned tasks. All issued equipment is provided in good condition and is serviceable at the time of issue.

- A.** It is each employee's responsibility to periodically inspect individually issued equipment in order to assure serviceability and check for damage.
- B.** All usable equipment returned by employees will be re-issued to personnel as necessary and appropriate (e.g. – firearms, handcuffs, flashlights, etc.). Items that are not subject to re-issue include footwear, ballistic vests, undergarments, and any other item deemed not suitable for use. The same rules and responsibilities apply to re-issued equipment as to new.

III. SHARED OR JOINT USE EQUIPMENT

Items needed to complete the job tasks may be used or shared by several employees (e.g. – vehicles, shotguns, alco-sensors, etc.). It is the responsibility of all employees who share equipment to:

- A. Inspect the shared equipment prior to use in order to assure serviceability, check for damage, and maintain accountability.
- B. Maintain the equipment in serviceable condition.

IV. SPECIAL ISSUE EQUIPMENT

Employees assigned to specialized units or functions may have additional equipment issued necessary to perform their duties (e.g. – surveillance or undercover equipment).

- A. Authorization for the use of such equipment should be obtained from the employee's immediate supervisor.
- B. All special issue equipment shall be turned in at the completion of the assignment. The return of this equipment should be timely and should not exceed one week unless approved by the officer's supervisor.

V. BADGES OF OFFICE/POLICE IDENTIFICATION

- A. Each employee is issued a Cobb County Police Department Photo ID. In addition, sworn personnel will be issued badges appropriate to one's rank.
- B. Whenever an employee discovers his badge is lost or stolen, he should immediately (within 24 hours) report it to his chain of command. The employee will file an incident report with the appropriate jurisdiction and the badge should be entered on GCIC/NCIC as missing or stolen.
- C. Retired Identification Cards/Badges
 - 1. An officer who, in good standing, separates from service with the Cobb County Police Department is authorized to receive a retired police officer identification card. Before such separation, the officer must have served as a Cobb County Police Officer for an aggregate of 10 years or more (18 USC 926).
 - 2. An officer who, after completing any applicable probationary period, separates from service with the Cobb County Police Department due to a service-connected disability (as determined by the Department) is authorized to receive a retired police officer identification card (18 USC 926).
 - 3. An officer who, in good standing, separates from service with the Cobb County Police Department with an aggregate of 25 years or more of service as a Cobb County Police Officer is authorized to receive a retired police officer identification card and building access card. Anything beyond basic level access must be approved by the chief of police. Additionally, this officer may retain the badges of office assigned to him during his tenure with the Department.

4. A non-sworn employee who, in good standing, separates from service with the Cobb County Police Department with an aggregate of 20 years or more of service as an employee of the Department is authorized to receive a retired non-sworn identification card.

VI. RESPONSIBILITY FOR ISSUED EQUIPMENT

Employees are responsible for taking the necessary precautions to safeguard all issued equipment. Employees should not leave issued equipment unattended, placed in a manner that would encourage theft, or is likely to cause damage (e.g., leaving a portable radio in plain view in an unattended vehicle, or leaving equipment on the outside of a vehicle in a place or manner where it is likely to fall or be damaged).

A. Any stolen, lost, damaged, or unserviceable equipment should be reported to the employee's supervisor as soon as possible upon discovery.

1. The reason for the theft/loss, damage, or non-operability of Department equipment should be investigated by the supervisor of the individual to whom the equipment was assigned when the loss/damage occurred. The findings of which should be reported to the precinct/unit commander through the chain of command.
2. Supervision will notify the chain of command as soon as possible on all lost/stolen firearms.
3. The employee will complete an incident report on the circumstances of the loss/damage, or how the loss/damage was discovered if the reason is unknown.

Note: This policy does not apply to uniform items which are being exchanged through the Uniform Supply Unit via the use of an officer's uniform clothing allowance.

B. Any employee who is negligent, abusive, loses, or misplaces Department equipment may be responsible for the replacement cost of that equipment and/or be subjected to other discipline deemed appropriate by the employee's chain of command.

1. All cases of equipment damage or loss subject to employee replacement cost will be reviewed by the Chief's office, and the employee will be given an opportunity to provide input prior to any final disposition. Fair market value may be taken into consideration when calculating replacement cost.
2. Equipment that is lost or damaged due to exigent circumstances, or duty-related activities out of the control of the employee, will not be subject to replacement cost.

VII. ACCOUNTABILITY FOR ISSUED EQUIPMENT

- A.** Generally, issued equipment should be tracked by the issuing authority as follows:
- Type of equipment (alco-sensor, LASER, etc.)
 - Unique identification number (or make, model, serial number) of equipment
 - Employee to whom equipment is issued
 - Date of issuance
 - Time of issuance (if shared/joint use)
- B.** Supervisors should conduct periodic inventories of the individually issued equipment assigned to their personnel, as well as joint and special use equipment assigned to their precinct/unit.