POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to maintain a system of accountability for all real property, equipment, vehicles, ammunition, and expendable property. The CRPD will employ appropriate measures in order to ensure that property and equipment is maintained at an appropriate level in a state of operational readiness.

DEFINITIONS:
Department property - As used in this directive shall include real property, installed property, general equipment, vehicles, ammunition, and expendable property.

Operational readiness – Refers to department property being maintained in a state of proper operational condition and includes care and cleaning, preventative maintenance, repair, workability, and responsiveness.

PROCEDURE:
Property Management Responsibilities
The Administrative Operations Lieutenant has general responsibility for the management of department property, to include the care and control of department property. The Administrative Operations Lieutenant, or designee, is responsible for: [17.5.1, 17.5.2]

- Procurement and/or requisitioning of department property, with the exception of property that is of such a nature that it is specialized and maintained by a specific section/unit (i.e. Bomb Squad, SRT equipment, etc.). For this specialized equipment, the specific section/unit and the commander of that section/unit is responsible for the procurement and requisitioning.
- Coordination with City Finance Department concerning the maintenance of the inventory of the capital assets maintained by the department.
- Maintenance of the written inventory records of department property that is not a capital asset.
- Distribution and issuance/reissuance of general department property to authorized users (sworn and non-sworn). Department property that is of such a nature that it is specific to a specific section/unit (i.e. Bomb Squad, SRT equipment, etc.) is issued to the specific section/unit and the commander of that section/unit is responsible for the distribution and issuance.
- Ensuring that unissued department property is kept properly secured and appropriately maintained.
- Coordination of the disposal of any property that has been determined to be obsolete, unserviceable, or otherwise unneeded for department operations.
Issuance and Distribution of Department Property
Employees will not be issued equipment unnecessary to their job function.

Firearms and weapons will not be carried by employees except for department authorized training purposes until they have been properly trained and authorized to carry the firearms or weapons.

The Administrative Operations Lieutenant, or designee, is responsible for the issuance/reissuance of all general equipment to employees and for maintaining records of property issuance. This includes uniforms, weapons, firearms, and other items of small equipment. Those items with individual serial numbers shall be tracked in the issuance/inventory records to include the serial number.

The Administrative Operations Lieutenant, or designee, shall carefully examine all returned equipment to determine its suitability for reissue.
- Property which is presentable and in good working order may be reissued; and
- Property which cannot be reissued shall be disposed of following current procedures.

Accountability for Agency-Owned Property [17.5.3]
All department personnel are responsible to properly maintain property issued to them or that is available for their use to ensure that it is in a state of operational readiness. This responsibility includes the proper use of the equipment as well as maintaining appropriate security for the items. If the property becomes unserviceable or inoperable, personnel shall notify their supervisor or other designated personnel for repair or replacement of the item. If an item of issued property is lost or damaged by an employee, a memo form shall be completed and submitted to the Administrative Operations Lieutenant. Equipment that is damaged or unserviceable must be returned prior to issuance of replacement equipment.

Supervisors are responsible to perform regular and routine inspections of property issued to or available for use by personnel under their command or within their section to ensure the property is in good, serviceable condition and is maintained in a state of operational readiness. Supervisors shall take appropriate actions to correct any deficiencies that are noted. For more information, see Inspection Directive.

All commanders are responsible to ensure the equipment maintained or stored by their shift/section/unit is properly maintained in a state of operational readiness and is available for use as required. The commanders are responsible to take action to correct any deficiencies in this equipment.

The division commanders are responsible to ensure all equipment maintained or stored for use by personnel within their division is maintained in a state of operational readiness.
The Administrative Operations Lieutenant is responsible to maintain the overall inventory records of department equipment. This position is also responsible for ensuring an adequate inventory of expendable equipment and supplies and for maintaining all general department equipment in a state of operational readiness.

The Administrative Operations Lieutenant is responsible for managing the fleet and coordinates vehicle maintenance and repair along with overall fleet readiness between the City of Cedar Rapids Fleet Department and the CRPD. For additional information regarding maintenance and inspection, see Police Vehicle – Equipment and Inspection directive.

**STANDARDS FOR INTERIOR BUILDING AREAS:**

**Private Offices, Semi-Private Offices, and General Office Areas**
- All office areas shall be maintained in a clean and orderly manner.
- Other items, such as animal mounts, sports memorabilia, etc are subject to approval by the division commander.
- The Chief of Police shall have final authority on what may be displayed in any office areas.
- Properly framed diplomas, awards, and certificates may be hung on office walls.
- Framed paintings, prints, and photographs of good quality and appropriate size and subject matter may be displayed on office walls.

**Open Areas**
The selection and placement of art/display items in large open areas of the department must be approved by the Chief of Police.

**Plants**
Properly maintained plants may be kept in office areas.

**Attachment/Installation**
No items will be hung, attached, or affixed to the building structure or walls, doors, windows, or any article of furniture except by using normal methods such as standard hanging fasteners.

If any methods other than standard hanging fasteners are required, Building Maintenance shall be contacted.

**Electric Space Heaters/Fans**
Electric space heaters and fans may be used in individual office areas but use should be limited. To reduce any possible hazard, electric space heaters should be turned off and unplugged when not in use, particularly when the workspace will be unoccupied for a period of time.
Standards for Exterior of Department Building
No signs, emblems, decorations, or other items of permanent or temporary nature may be placed on the exterior of department buildings without approval of the Chief of Police.

Alteration or Marking of Department Property
No alteration may be made to any department property without appropriate supervisory approval. This includes the placement of any non-department decals or other unique markings on property. The Support Services Commander shall be contacted as necessary for guidance or approval in this area.

Private Use of Department Property
Employees shall not use department property for personal purposes or for other unauthorized activities.