

**East Lansing Police Department
Policy & Procedure**

Subject: Department-Owned and Personal Property	ELPD Policy #: 100.10
Effective Date: March 1, 2022 Revised Date:	Distribution: Departmental
MACP Accreditation Standard: Storage and Accountability	MACP Standard: 1.6.1

I. PURPOSE

This policy addresses the care of department-owned property and the role of the Department when personal or department-owned property is damaged or lost.

II. POLICY

Members of the East Lansing Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly reported and replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

III. PROCEDURE

All property and equipment issued by the Department shall be documented by the issuing Officer i.e. Uniforms by Quartermaster, Radio and Body Cam by Records Supervisor, Firearms, Taser and Personal Chemical Agent by Use of Force Staff. Upon separation from the Department, all issued property shall be returned.

A. Care of Property

1. Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.
 - a. Any and all damage or loss to any item of equipment or police department property shall be reported in writing to the employees immediate supervisor. This memorandum shall contain a description of the item damaged, the extent, cause and manner of the damage, and what remedial action, if any, was taken.
 - b. The use of damaged or unserviceable property/uniforms should be discontinued as soon as practicable, and the item

replaced with a comparable item as soon as available and following notice to a supervisor.

- c. Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department property shall be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- d. A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

B. Storage and Accountability

- 1. All department issued clothing, equipment and personal items should be secured in your assigned department issued locker with a combination lock. Any additional items shall be stored on top of your assigned locker in the department issued storage container. Items left outside of these two storage vessels will be done so at the officer's own risk. The department will not be responsible for missing or damaged property that is not stored in accordance with this Policy and Procedure.
- 2. In the event that issued equipment, such as riot gear, is too large to be stored in the above mentioned manner, the equipment will be maintained in a state of operational readiness, by the officer to which it was assigned, and kept in a secured area provided by the department.
- 3. Any unassigned equipment will be maintained by the supervisor in charge of that unit and stored in a secure area.

C. Disposition of Department Owned Property

- 1. Department owned property may be disposed of in the following manner with the authorization of the Chief of Police, or his/her designee.
 - a. The property is put up for public auction.
 - b. The property is transferred to another City Department and converted to their use.
 - c. The property is traded in on new equipment.

- d. The property is given to a public or private organization. The department must attempt to sell the items at public auction, prior to giving it to charity.
- e. The property is given to another police department.
- f. The property is destroyed.

D. PERSONAL PROPERTY

- 1. Carrying and/or using personal property or equipment on-duty requires prior written approval from the Chief of Police or authorized designee. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.
- 2. The City of East Lansing will replace damaged, destroyed, lost or stolen personal property as outlined in the current Collective Bargaining Agreement between the City of East Lansing and the employees bargaining unit.

IV. CANCELLATIONS

Authorized By:



Kim Johnson, Chief of Police