

## LCS Unit Order 79

### LANCASTER STATION

#### UNIT ORDER # 79

### QUARTERLY AUDIT OF EQUIPMENT ASSIGNED TO STATION PERSONNEL

#### **PURPOSE:**

To establish accountability of Department equipment issued to Lancaster Station personnel on a quarterly basis.

#### **ORDER:**

Procedures for the storage, issuance, reissuance, accountability, maintenance, and quarterly inventory of all weapons shall be adhered to in accordance with **Lancaster Unit Order # 75 Armory and Weapons Control**.

Furthermore, all safety equipment (e.g. helmets, vests, shields, etc.) along with all other miscellaneous equipment (e.g. LIDAR, Blue Check, Portable Radios, Mobile Phones, Satellite Phones, etc.) shall be inventoried on a quarterly basis for the purpose of tracking, storage, issuance, reissuance, accountability, and maintenance.

#### **PROCEDURES:**

All equipment assigned to station patrol personnel shall be documented on a master station inventory form that will reflect the name and employee number of the employee along with a list of Department equipment issued to the employee. The list will be updated to reflect changes whenever the following occurs: new personnel are assigned to the station, personnel leave the station, equipment is reassigned to employees, or any instance that requires edits be made to reflect changes in the issuance or reissuance of equipment.

The responsible patrol lieutenant shall ensure the quarterly inventory is conducted to account for all patrol assigned equipment.

#### SPECIALIZED TEAMS

Supervising sergeants from the listed Lancaster Station specialized teams shall conduct quarterly inventories of all weapons and equipment assigned to their teams in accordance with this unit order and Unit Order #75. These teams shall include the following:

- Detective Bureau Burglary Suppression Team
- Detective Bureau Robbery Suppression Team
- School Safety Unit
- LANCAP
- Traffic
- Detective Bureau

A miscellaneous equipment coordinator shall be designated to manage the provisions of this order.

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