

## 40/10 Teletype Review

### Subject: Teletype Review

The Logistics Manager, or designee, shall review the Department's JDIC messages on a daily basis. All JDIC messages regarding the following scenarios shall be flagged:

Department members killed while on "Active" status

Department members whose issued weapons were stolen or lost

The Logistics Manager, or designee, shall make a copy of the flagged JDIC message. The Department member's equipment jacket shall be pulled from the file cabinet and the information on the issued weapon shall be copied.

The Logistics Manager, or designee, shall contact **the Department member's Unit of Assignment** via e-mail and telephone so that CSW can determine who has possession of the issued duty weapon or if a Lost/Stolen County Property Report has been completed.

The Logistics Manager shall then ensure that arrangements are made for Logistics to retrieve the weapon or obtain a copy of the Lost/Stolen County Property Report. Then a member of the Logistics staff shall retrieve the weapon or the appropriate report.

The Logistics shall ensure that the Logistics staff enter the updated information into the weapons database and make any notifications required by Policy and or Law.

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