

17-01 EMPLOYEE ABSENCE - RETURN OF TASK FORCE EQUIPMENT



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 17-01

Subject: EMPLOYEE ABSENCE – RETURN OF TASK FORCE EQUIPMENT

Effective Date:	01/11/17	Last Date Revised:	01/11/17
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OVERVIEW

The Taskforce for Regional Autotheft Prevention (TRAP) issues members of the task force numerous items of equipment so they can safely and effectively perform their daily duties. It is imperative that this equipment be properly safeguarded and in a serviceable condition at all times. Occasionally, a task force member may become sick and/or injured on duty (IOD) and require a prolonged time away from work to recuperate. Additionally, a task force member may take an extended leave of absence for other reasons (Family Medical Leave, Educational Leave, etc.).

PURPOSE

This unit order establishes uniform guidelines for all personnel assigned to TRAP regarding the return of TRAP equipment while absent from work for a prolonged period of time.

GUIDELINES

TRAP personnel shall adhere to the below-listed guidelines:

- *Vehicles, handheld radios and weapon systems* – When a member of TRAP is absent from work for a period greater than 30 days, the employee's assigned vehicle, handheld radios and weapon systems shall be returned to TRAP for safekeeping.
- *Cellular telephones* – Cellular telephones may be retained by the employee if he/she expects to return to the task force within one calendar year. It is believed that allowing this will enable the employee to stay in contact with TRAP management and keep abreast of ongoing court cases. For absences greater than one year, the concerned telephone shall be returned.

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When TRAP management seeks the return of task force equipment, a TRAP supervisor shall be assigned to contact the concerned employee and coordinate its return.

Note: The Project Director may make exceptions to these guidelines on a case by case basis.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR
