

CHAPTER 4 EQUIPMENT

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- **4-1 EQUIPMENT CHECK IN/OUT RECORDS**



HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS

Bureau Order Number: 4-1

Subject: EQUIPMENT CHECK IN/OUT RECORDS

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of equipment check in/out records is to provide an accounting system for the issuance and return of all Homicide Bureau equipment assigned to an individual.

B. BACKGROUND

With the turnover of Homicide Bureau personnel, the need to assign and retrieve bureau equipment is paramount.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish procedures for the issuance and retrieval of equipment.

II. POLICY

The Bureau Commander shall be responsible for ensuring that all new personnel report to the Operations Sergeant as soon as possible to begin the required paperwork.

Records shall be maintained concerning the equipment checked out/in to individual investigators.

When Homicide Bureau personnel retire, terminate or transfer, the Operations staff shall ensure that all equipment is returned and that all paperwork is updated to reflect the change.

• **4-2 VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION**



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 4-2

Subject: VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this order is to establish an accounting system for the Homicide Bureau assigned county vehicles.

B. BACKGROUND

With the turnover of Homicide Bureau personnel, the need to assign and retrieve bureau equipment is paramount.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish accountability for county vehicles assigned to Homicide Bureau

II. POLICY

The Law Enforcement Technician (L.E.T.) is responsible for maintaining the vehicles assigned to Homicide Bureau. It is the responsibility of each investigator and team lieutenant to assist the L.E.T. with this task.

Mileage

By the 15th of each month, the L.E.T. will submit to each Bureau lieutenant a Vehicle Mileage

Worksheet. The mileage for each vehicle shall be recorded on the form for the indicated date. The completed Vehicle Mileage Worksheet shall be returned to the L.E.T. by the 20th of each month. It is recommended that team lieutenants retain a copy of their team's Vehicle Mileage Worksheet for their own individual tracking purposes.

A sample of the Vehicle Mileage Worksheet is attached to this order.

Service

The L.E.T. will submit, on an as needed basis, a memorandum to the concerned team lieutenant who will forward the memorandum to investigators when their assigned vehicle is due for service. All vehicles are to be serviced every 5,000 miles, but under no circumstances later than 6,000 miles. Vehicles that are not properly serviced on time will be removed from service, and the employee will be placed on mileage for a term specified by the Unit Commander. Once the investigator is notified that service is due, he/she shall immediately schedule an appointment. The work order for the service provided to the investigator by Fleet Management when the work is completed, shall be submitted to the team lieutenant, then forwarded to the L.E.T. for filing.

A sample of the Vehicle Service memorandum is attached to this order.

Inspection

On the 15th of each month, the team lieutenant is responsible for personally inspecting and completing a Vehicle Inspection Sheet for every vehicle assigned to the team. The Vehicle Inspection Sheets shall note the overall condition and cleanliness of the vehicle. Any damage observed must be reported per policy. The completed Vehicle Inspection Sheets shall be forwarded to the L.E.T. by the 20th of each month. Once all Vehicle Inspection Sheets have been collected, the L.E.T. shall submit the Vehicle Inspection Sheets to Operations for review, prior to filing in the vehicle maintenance file.

A sample of the Vehicle Inspection Sheet is attached to this order.

The Bureau Commander shall be responsible for ensuring that all new personnel report to the Operations Sergeant as soon as possible to begin the required paperwork.

Records shall be maintained concerning the equipment checked out/in to individual investigators.

When Homicide Bureau personnel retire, terminate or transfer, the Operations staff shall ensure that all equipment is returned and that all paperwork is updated to reflect the change

• 4-3 TAKE HOME VEHICLES



HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS

Bureau Order Number: 4-3

Subject: TAKE HOME VEHICLES

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this order is to establish policy for take home vehicles.

B. BACKGROUND

The majority of Homicide sworn personnel require the assignment of a take home county vehicle as their duties frequently require them to respond to scenes from their homes.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish procedures for care and use of take home vehicles.

II. POLICY

The use of take-home County vehicles by investigators and supervisory personnel assigned to Homicide Bureau has been authorized with specific limitations in order to facilitate the unique nature of our mission. The use of a take-home vehicle brings with it various responsibilities. This order will address some, but not necessarily all, of the issues and responsibilities associated with this privilege.

Authorization

The Homicide Bureau shall maintain appropriate documentation which identifies personnel who are assigned County vehicles and are subsequently authorized to take those vehicles home. This documentation shall include the location where the County vehicle will be parked during off-duty hours. Such documentation shall be reviewed at least once annually by the respective Area Commander.

All personnel are not pre-authorized a take-home vehicle. When an occasion arises when driving a vehicle home would be cost effective, such as to deter the expenditure of overtime, or to benefit an investigation, permission shall be obtained from a lieutenant. The approval and the name of the lieutenant giving approval shall be noted in the investigator's notebook or "Red Book" for historical reference.

County vehicles shall not be utilized during off-duty hours, with the exception of those personnel who are in-transit to or from an assignment. Proper care shall also be utilized to maintain and protect County vehicles and County property stored within such vehicles. Additional information regarding the care of County property can be found within the Manual of Policy and Procedures.

Homicide Bureau personnel who have a need to drive a County vehicle while off-duty shall obtain prior approval from a supervisor of at least the rank of lieutenant.

There may be extremely limited situations wherein personnel may be specifically authorized to consume alcoholic beverage in order to maintain the covert nature of an investigation; however, at no time shall personnel drive a County vehicle or a mileage permittee vehicle while under the influence of an alcoholic beverage.

This order does not preclude Team Lieutenants from establishing more restrictive guidelines in regards to the use, care and maintenance of County vehicles.

• 4-3A VEHICLE PROTOCOL FOR 120-DAY REHIRE



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 4-3a

Subject: VEHICLE PROTOCOL FOR 120 DAY REHIRES

Effective Date:	09/01/1995	Last Date Revised:	09/01/1995
Last Date Reviewed:	04/19/2021	Next Review Date:	04/19/2022

The following Homicide Bureau Order establishes guidelines regarding the use of a take home County vehicle by 120-Day re hires/investigators, with full peace officer status. As stated in Bureau Order 4-3, Homicide Bureau has authorized investigators with specific limitations to take home County vehicles to facilitate the unique nature of our mission.

Authorization

The Homicide Bureau shall maintain appropriate documentation which identifies personnel who are assigned County vehicles and are subsequently authorized to take those vehicles home.

When the occasion arises where driving a vehicle home would be cost effective, such as to deter the expenditure of additional travel time, or to benefit an investigation, permission shall be granted. Should the occasion arise where the investigator is off-duty for an extended period of time, the County vehicle shall be returned to the Bureau.

Use and Care of County Vehicles

Refer to Bureau Order #4-3

• 4-7 OLEORESIN CAPSICUM



**HOMICIDE BUREAU
DETECTIVE DIVISION
BUREAU ORDERS**

Bureau Order Number: 4-7

Subject: OLEORESIN CAPSICUM

Effective Date:	09/01/1995	Last Date Revised:	11/04/2018
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Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022
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I. CONCEPT AND ISSUES

A. PURPOSE

The purpose of this order is to establish an order for the deployment of Oleoresin Capsicum (OC) spray in compliance with current Department Use of Force Policy.

B. BACKGROUND

Pepper Spray shall be carried by Homicide Bureau personnel while on duty. Exceptions must have the approval of a Lieutenant and shall be granted on a case by case basis.

C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. ACCOUNTABILITY

The Unit Commander.

F. CONCLUSION

The intent of this policy is to establish procedures for the deployment of OC spray.

II. POLICY

The following procedures shall be followed by Homicide Bureau personnel regarding the carrying and use of "Pepper Spray":

Personnel must attend Department sanctioned Oleoresin Capsicum (Pepper Spray) training prior to individual deployment.

Pepper Spray shall be carried by Homicide Bureau personnel while on duty. Exceptions must have the approval of a Lieutenant and shall be granted on a case by case basis.

The deployment of Pepper Spray falls under the guidelines of "Less Significant Force and each use of Pepper Spray requires an immediate verbal notification to the immediate supervisor. The supervisor shall then notify

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the Captain, interview the prisoner/person if practical, and complete and distribute a "Supervisor's Report, Use of Force" (SH-R-438) for each member who used force. A Department of Justice Oleoresin Capsicum (OC) Application Report must be completed and sent to the Force Training Unit following each use of Pepper Spray. In addition, all individuals sprayed with Pepper Spray shall have medical clearance prior to booking.

Any time there is a substantial use of the Pepper Spray, consideration should be given to replacing the canister to insure sufficient Pepper Spray is available for subsequent encounters.

Pepper Spray is optional to carry off-duty.
