

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.
