

504.00 - EQUIPMENT AND SUPPLIES

504.01 Care and Use of Vehicular Equipment. See OMS 112.01.

- (1) Commanders or their designees shall conduct quarterly general-purpose inspections of all departmental vehicles and vehicular equipment assigned to their respective commands. These inspections will be in addition to those daily vehicle inspections done by personnel prior to driving departmental vehicles.
 - a. Assigned vehicles shall be inspected for any unreported damage, unauthorized alterations, missing or defective vehicle and auxiliary equipment, and neglected maintenance.
 - b. All problems discovered during a general-purpose inspection shall be corrected or investigated further.
 - c. All units shall be accounted for and their assignments verified in writing to the fleet management bureau. See OMS 112.02.
 - d. No vehicle shall be reassigned without the written authorization of the Division Chief of Technology and Support. The division chief shall sign the Vehicle Re-Assignment, DPD 614, form beneath the signatures of the commander relinquishing the vehicle, and the signature of the commander accepting the vehicle.
- (2) Commanders or their designees shall investigate all incidents of damage, loss, or misuse of assigned vehicles and vehicular equipment.
 - a. The commanding officer shall send a written report on the results of the investigation through the chain of command.
 - b. The commanding officer shall initiate action to prevent the abuse of police fleet equipment and correct the behavior of those subordinates who neglect, misuse, or damage that equipment.
- (3) Cross-reference: D&R 7.14, OMS 112.01 through 112.11, and 203.08.

504.02 Requisitioning and Receipt of Supplies Procedures

- (1) All requests that will or may initiate the purchase of any materials, supplies, or a service or repair, must be made in writing on Request for Service or Supplies, DPD 201, and signed by a commanding or supervisory officer.
- (2) Requisitions for stationery supplies and other items normally procured through the Supply Section will be sent directly to that office.
- (3) Routine Forms Request
 - a. All requests for DPD numbered forms are to be submitted to the Supply Section on Request for Service or Supplies, DPD 201. When stocks are nearing depletion, the Supply Section will submit a resupply order to the Research and Development Bureau.
 - b. Supplies of forms which are used by only one unit within the department will not be maintained in the Supply Section. The entire stock will be delivered to the unit which uses them. It is the responsibility of that unit to anticipate its needs and reorder, through the Research and Development Bureau, before supplies are exhausted.
- (4) Request for Form Design or Revision
 - a. All printing requisitions for new or revised forms, including those funded by special grants, shall be processed through the Research and Development Bureau. Research and Development personnel will be responsible to proofread and edit for policy/rule conflicts.
 - b. Requests for new forms or for form revisions are to be approved by the Division Chief(s) whose Division(s) utilize the forms. An example of the form is then submitted to the Research and Development Bureau for forms control, standardization, and printing.

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- (5) When more than fifty (50) photocopies are needed, personnel from the requesting unit or bureau may run those copies in the Research and Development Bureau. All copying and printing requests requiring service from any agency outside the Department must be processed through the Research and Development Bureau.
- (6) Requisitions for supplies not stocked by the Supply Section will be sent to the Financial Services Bureau.
- (7) Immediately upon receipt of the items ordered, the receiving individual will weigh, count, or otherwise measure the items and record the quantity, date, and sign their full name. All receipts will then be forwarded to the Financial Services Bureau.
- (8) Receiving data regarding partial shipments shall be accumulated on the reverse side of this form and when the total shipment has been completed, the appropriate notations shall be made in the receiving columns on the face of the form.
- (9) Damaged or non-conforming shipments shall be refused, and appropriate notations made on the reverse side of the form.
- (10) After the shipment of all items on this form have been completed and appropriately noted by the receiving individual, this form along with all packing slips, delivery memos, bill, and invoices shall be immediately returned to the Financial Services Bureau.

504.03 Issued Supplies and Equipment

- (1) The Supply Section will requisition and store stationery supplies and deliver across the counter these items upon receipt of a Request for Service and Supplies, DPD 201, properly made and approved by a supervisory officer. Commanding officers are requested to anticipate stationery needs for a period of at least one (1) month, and recognizing that processing must be allowed, submit requisitions no more frequently than is necessary to replenish needed supplies. This is not intended to prevent the ordering of supplies on an emergency basis, but to reduce to a minimum the number of times emergency orders are requested.
- (2) Officers shall not use Police Department letterheads except for authorized departmental correspondence. All official communications, telegrams, circulars and other correspondence sent out from this department shall conform to the format as prescribed by the Chief of Police.
- (3) The Uniform Supply Unit will store and issue all property presently issued to classified members of this Department, such as uniform requisitions, leather goods, badges, code books, etc. See OMS 111.09(1).
- (4) Records of these issues will be maintained and officers will be held accountable for issued property.
- (5) The issuing and receiving of property will be subject to the procedures promulgated by the Financial Services Bureau.
- (6) In all instances of loss of departmental or personal property, such as the service revolver, an Offense/Incident Report, DPD 250, shall be made.
- (7) Officers may be held financially responsible for the loss of any item of departmental or personal property as a result of culpable negligence on their part.
- (8) All officers are cautioned to exercise appropriate measures in caring for property entrusted to them. Officers shall immediately report in writing the circumstances under which the loss occurred. Copies of the Offense/Incident Report, DPD 250, and the officer's report shall be forwarded through the chain of command to the officer's Division Chief, and then to the Financial Services Bureau. See OMS 111.09(2).
- (9) Upon retirement, after a minimum of ten (10) years service, and with the approval of the Chief of Police, all old items of routine issues (except issued handcuffs) may be retained by the officer.
 - a. These items include raincoat, name plate, belt, mace case, riot helmet with shield, Identiseal, gas mask, municipal code book, operations manual, tote bag, safe-t-vest, pepper spray, trousers, winter shirts, summer shirts, hat, all-weather jacket, glove pac, tie, cloth badges, hand cuff case, and ticket book cover.
 - b. Any new or newly issued equipment including but not limited to gas mask, riot helmet, and mag Mace shall be returned to uniform supply.

- c. If an officer chooses to return any items issued, Uniform Supply Personnel will accept the item and inspect it for reissue.
- d. If an officer has special equipment, these items will be returned to Uniform Supply.
- e. Upon resignation or separation, an officer shall return all items of issue, including breast badge and hat badge to Uniform Supply for clearance prior to final pay.
- f. The retiring, resigning, or separating officer shall be given Officer's Equipment Clearance, DPD 2A, and take this form to the Human Resource Management Bureau.

(10) Retired Police Identification

- a. Retired police identification will be issued only to officers honorably separating after twenty (20) or more years of service and to those officers who have completed academy training and have later been forced to accept a disability retirement because of line of duty injury.
- b. Officers honorably separating after twenty (20) or more years of service will ordinarily be entitled to concealed weapons authority in conjunction with their retired identification.
 - 1. Other separating officers desiring concealed weapons authorization may request this privilege from the Chief of Police.

(11) Retention of Badges

Official police badges and identification of the Department are the property of the Denver Police Department and remain so even after issue to members and retired members. It is the Department's responsibility to ensure that only authorized persons are allowed to be in possession of these items.

- a. Only those separating officers who are entitled to retired police identification, as described in subsection (10) above, may be allowed to retain their official police breast and hat badges.
- b. Officers who are promoted to a higher rank may be allowed to retain their previously issued badge, subject to Departmental approval and reimbursement of any Departmental expense.
- c. Officers are authorized to obtain an additional badge or "flat badge" for use while in active service, subject to Departmental approval and reimbursement of any Departmental expense.
- d. All officers who are allowed to retain an official badge, whether issued or obtained, will be required to sign a Memorandum of Understanding, DPD 181, acknowledging that the badges are the sole property of the Denver Police Department and are subject to immediate recall and that they must be retained for the officers' exclusive use and may not be sold, destroyed, traded, or disposed of in any way.

- (12) Any police officer whose assignment necessitates an undercover operator's license shall obtain approval from the chief of police and the Director of the Colorado Bureau of Investigation. This process is administered by the Intelligence Bureau. When the officer is reassigned to a unit that does not continuously engage in undercover work, or when for any reason the undercover identity is no longer needed, the undercover operator's license shall be surrendered to the Intelligence Bureau for appropriate disposition with the Colorado State Motor Vehicle Division.

504.04 Transfer of Department Property and Equipment

- (1) Every division, bureau, section, and unit will maintain an inventory of the city-owned property. This inventory will include grant, custodial, Confiscation Fund, state, and 1208 property.
 - a. Technology and Support Inventory Control Unit will conduct a Department inventory annually.
- (2) It shall be the responsibility of every command officer to maintain this inventory and such maintenance shall include:
 - a. Determining the accuracy of the inventory when leaving a command. Technology and Support ICU will assist bureau commanders with the inventory when command changes if requested.
 - b. Accepting the inventory upon assignment to a command.
 - c. Making proper entry when inventoried items are transferred or received.
 - d. Making written notice on DPD 121A to the Inventory Control Unit of the Technology and Support Division concerning every inter-command change of inventory.

1. Intra-city agency inventory transfer of property can only be done by the designated Inventory Clerk for the Department, located in the Inventory Control Unit of the Technology and Support Division, on a Form 13 G/S. Such transfers require the signature of the inventory clerk from the giving agency, the inventory clerk from the receiving agency and from the City Purchasing Agent. No other department member or employee is authorized to make such a transfer. This includes sending property to or picking up property from city surplus.
 2. Inventory control must be maintained for all office furniture valued over \$500.00 (Class C items), all electronic devices and office equipment over \$50.00 (Class B items), and all firearms, pagers and cell phones regardless of cost (Class A items). The Class items A, B, C, must be itemized on separate inventories.
 - e. Making the inventory available for annual audit upon request of the Inventory Control Unit or the City Inventory Clerk.
- (3) Every bureau commander shall appoint a command or supervisory officer to act as the district/bureau Inventory Control Officer. This officer shall be responsible for the day-to-day implementation of this function. The Inventory Control Officer shall also act as the liaison to the Inventory Control Unit of the Technology and Support Division.
- a. Inconsistencies in inventory (i.e. missing items or overages) will be brought to the attention of the bureau Inventory Control Officer to rectify or attempt to locate the property.
 - b. The bureau Inventory Control Officer will make an Offense/Incident Report, DPD 250, titled, "Lost or Stolen Property", when missing items cannot be located or rectified.
- (4) DPD Form 121A shall be used to record changes in inventory location and status, and to request repair and/or replacement of items. DPD Form 121A shall be completed in order to request used or surplused items from the current inventory. All requests for new furniture and equipment must be made on Request for Service & Supplies, DPD 201, or through the budget cycle.
- a. The inventory number must be recorded from the Inventory Control Unit's property tag, either a serialized sticker or bar-code sticker. All equipment lacking such stickers should be reported to the Inventory Control Unit.
 - b. Requested action refers to the type of action requested by the bureau or district. Use 'TRAN' to transfer the property to another command or city agency, be sure to list the new location. Use 'SURP' to indicate the property is to be surplused. Use 'DMIL' for demilitarized property acquired under the military's 1208 program. Use 'REPR' to indicate property in need of repair if such repair is usually handled through the Inventory Control Unit. Use 'NEED' for requests for furniture and equipment not on the district or bureaus current inventory that can be filled from current used or surplus inventory in stock. All requests for new furniture or equipment requiring outside purchase must be made on Request for Service & Supplies, DPD 201, or through the regular budget cycle.
 - c. Item description should include a concise description of the item including its color and material of manufacture where such information is critical for make a unique description of the item. Examples: gray metal chair on casters, brown cloth executive chair, etc.
 - d. Old location refers to the district/bureau of location and the location within the district /bureau. Example: Dist. 1, Sgt's Office.
 - e. New location refers to the new location the item can be located. Examples: surplus, Gang Bureau, Demil (for property acquired under the 1208 program and classified as Demil articles which must be returned to the military for disposal.), etc.
 - f. Each district/bureau must maintain its own inventory, and must be able to account for all assigned property when requested.

504.05 Deleted

504.06 Building Maintenance

- (1) All requests for building maintenance or alterations will be directed to the Technology and Support Division.
 - a. Requests concerning conditions requiring immediate attention may be made verbally to the Deputy Chief of Administration Office, or, after normal working hours, to the supervisor of the Communications Bureau.
 - b. All non-emergency requests must be made in writing and submitted to the Deputy Chief of Administration.
- (2) The Deputy Chief of Administration will forward all requests for work of a non-custodial nature to the Public Office Buildings Division, which will be responsible for completing the work.

