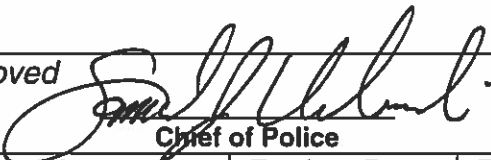


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

|   |  |  |  |                                     |  |
|---|--|--|--|-------------------------------------|--|
| <i>Effective Date</i><br>September 16, 2015                           |  | <i>Amended Date</i><br>July 10, 2017   |  | <i>Directive</i><br>1.12.1          |  |
| <i>Subject</i><br>Agency Issued Property, Vehicles, and Equipment     |  |  |  |                                     |  |
| <i>Reference</i>  |  |  | <i>Approved</i><br><br>Chief of Police |                                     |  |
| <i>Distribution</i><br>All Personnel<br>City Manager<br>City Attorney |  | <i>TPCA Best Practices Recognition<br/>Program Reference</i><br><br>1.12; 7.25 |  | <i>Review Date</i><br>July 10, 2017 |  |
|   |  |  |  | <i>Pages</i><br>3                   |  |

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to regulate the issuance of Department equipment and require appropriate documentation of the same.

**SECTION 2 POLICY**

It is the policy of the department that employees will sign for receipt of any department equipment which is issued to them. It is also the policy of the department that whenever an employee ceases their employment with the agency, employees will return all department equipment for which they have signed.

**SECTION 3 PROCEDURES**

- A. The training coordinator or designee shall be responsible for issuance of uniforms and equipment, as such issue is needed. All items issued will be documented and signed for by the employee and a record kept by the training coordinator or designee.
- B. ISSUANCE, ALTERATIONS, AND REPLACEMENT OF UNIFORMS
  - 1. Police personnel shall be fitted as nearly as possible out of uniforms available and in good serviceable condition before new uniforms will be ordered.
  - 2. Items of clothing that are issued from available stock will be issued as near to size as possible. If alterations are needed at the time of issue, the officer issued such items shall obtain the approval of the training coordinator or designee before taking the items to an authorized vendor for alterations. The city will only assume responsibility for payment for alteration when proper authorization is obtained prior to the alterations.
  - 3. Items of clothing that are listed as new from the uniform supplier and do not fit on receipt shall be brought to the attention of the training coordinator or designee.
  - 4. Excessive loss or gain of weight that make alteration of the uniform items necessary shall be the responsibility of the officer. The department will not assume responsibility for payment for such alteration.

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5. Employees requiring replacement uniform items will submit an "Equipment Request" through their chain of command to the training coordinator or designee. The "Equipment Request" should specify the items needing replacement and reason.

**C. RETURN OF UNIFORM AND EQUIPMENT**

1. All uniforms and equipment must be returned in serviceable condition upon termination of employment to the training coordinator or designee. Shirts, trousers, coats and jackets will be cleaned, pressed and on hangers. The training coordinator or designee will document and sign off on all items returned by the employee. The record will be kept by the training coordinator or designee.

**D. LOST, STOLEN, DAMAGED OR DEFECTIVE EQUIPMENT OR PROPERTY**

1. Any employee who has department equipment or property lost, stolen, damaged, or destroyed will submit a memorandum (and an offense report when appropriate) giving details of the incident and forward it to his immediate supervisor. The immediate supervisor will investigate and submit a report with recommendations to the Chief of Police or designee.
2. An employee whose department issued identification card is lost, stolen, damaged or destroyed will follow all procedures outlined in Directive 1.06.2, Lancaster Police Department General Orders Manual.
3. The Chief of Police may order the officer to make restitution if negligence contributed to the loss.
4. A copy of the decision will go to the employee and supervisor. After restitution, if applicable, the items will be removed from the employee's inventory sheet.
5. Any employee wishing to appeal a decision will submit a memorandum to the Chief of Police within five (5) days, setting out the reasons the decision should be changed. The Chief of Police will notify the officer and his immediate supervisor of the decision.
6. Any employee who has department equipment that is defective, making the item non-serviceable, will send it to the training coordinator or designee along with an "Equipment Request" describing the defect. The equipment will be replaced or repaired.
7. Items damaged, destroyed, lost, stolen or which become defective in the proper performance of duties shall be replaced at the expense of the department.

**E. CARE OF DEPARTMENT VEHICLES**

1. All personnel are responsible for the proper care and proper use of department owned vehicles. All personnel should drive, park, and store department vehicles in a manner to prevent any damage to the vehicle. Damage to a vehicle must be verbally reported to a supervisor immediately and the appropriate form(s) must be completed and submitted within twenty-four (24) hours of the incident.

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2. Except when necessary for operation of emergency equipment to protect a scene or operation of camera function, a police vehicle shall not be left running while unattended. When left unattended, even on department property, the police vehicle shall be locked and secured.
3. Officers will conduct a vehicle inspection of their assigned vehicle as required by Directive 7.11.1, Lancaster Police Department General Orders Manual.

**F. SPECIAL ASSIGNMENT EQUIPMENT (TPCA 7.25)**

1. Equipment that has been procured by the department that is not used on a regular basis shall be inspected at least quarterly for testing and maintenance. The Division Commander, which has control of the equipment shall assign an employee with the required expertise to ensure that the equipment is functioning and has had needed maintenance performed in a timely manner. The employee conducting the inspection shall provide written documentation of the inspection to the Division Commander.

**G. MISCELLANEOUS UNIFORM AND CREDENTIALS INFORMATION**

1. All employees are required to keep their uniforms and equipment in good condition. Uniforms and clothing shall be clean, pressed and not noticeably patched, torn or worn. Shoes, leather and metal equipment shall be well polished.
2. No employee shall wear the uniform or any part of it, when off-duty, except with permission of the Chief of Police or designee.
3. No employee shall wear on the uniform any item not authorized by this directive.
4. No employee shall wear the uniform or be armed while under suspension and such officer will immediately surrender the badge and identification card upon receiving notice of the suspension.
5. No employee shall knowingly permit any person that is not an employee to use an official uniform, badge or credential; nor shall the badge be altered, exchanged, or transferred except by order of the Chief of Police. Employees shall not use another employee's badge or official police credential.
6. Employees working in plain clothes shall be prompt to identify themselves when the necessity arises.
7. Employees on duty or in uniform shall not enter or visit any bar, lounge, parlor or club where liquor is sold or served except in the line of duty. "In the line of duty" as used herein shall include breaks, lunch, or momentary stops for refreshments or supplies other than alcoholic beverages.

**H. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.