

**SAN MARCOS POLICE DEPARTMENT
POLICIES AND PROCEDURES MANUAL**

Section Title: Agency Owned Property

General Order: 800

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Issuing Authority: *Howard E. Williams*
Howard E. Williams, Chief of Police

I. POLICY

The people of San Marcos expect their City employees to be responsible stewards of City-owned property. All Department employees are expected to use care when using Department owned property.

II. PURPOSE

The purpose of General Order 800 is to define guidelines for the use of agency owned property.

III. DEFINITIONS

- A. Fixed Assets – Tangible property with a purchase price exceeding five thousand dollars.
- B. Non-fixed Assets – Items with a total purchase price of less than five thousand dollars.
- C. City of San Marcos Identification Number – The six-digit identification number assigned to every City fixed asset. The identification number is part of the bar code tag.

IV. MANAGEMENT RESPONSIBILITIES

- A. The Division to which property is assigned is responsible for the management of that property and all assigned fixed assets.
- B. When an asset is transferred from one bureau to another, or from one division to another, the Administration Commander will notify appropriate city divisions
- C. The Assistant Chiefs will ensure that all Department property under their control is maintained in a state of operational readiness.
- D. To ensure consistency in the identification of the Departments' vehicles the following numbering system is used.
 - 1. For any police vehicle purchased, the vehicle will be assigned a four-digit number.
 - 2. The first two digits indicate the model year of the vehicle.
 - 3. The second two digits indicate the sequence in which that vehicle was purchased.

4. Example: Six 2004 year models are purchased. The first two are marked and are numbered 0401 and 0402. The second two are unmarked and are numbered 0403 and 0404. The last two are marked and are numbered 0405 and 0406.
- E. When the Assistant Chief determines that the equipment is no longer serviceable or repairable, or can be used by another city department, he will notify the Administrative Executive Secretary, who will complete the appropriate form.
- F. All firearms owned by the Department will be disposed of by the Armorer. The Armorer has the discretion of either destroying the firearms or trading them to a licensed dealer for other law enforcement items.
- G. Under no circumstances will employees convert City of San Marcos owned property for their personal use.
- H. Division secretaries will provide office supplies and other expendable items in support of routine day to day operations.

V. UNIFORMS AND EQUIPMENT

- A. The Patrol Secretary will provide and issue authorized uniform and equipment items to sworn officers.
- B. Officers will submit requests for uniforms and personal equipment through the chain of command. The officers' Commander, on approval of the request, will forward the request to the Patrol Secretary.
- C. Any item in stock, new or used, and available for issue will be issued and posted to the employee's individual Uniform and Equipment Record.
- D. All issued uniforms and equipment remain the property of the Department. Upon separation from the Department, an employee will return all issued items to his immediate supervisor.
- E. All items will be returned on or before the employee's last day worked.
- F. Upon retirement, sworn personnel may purchase their duty weapon from the Department for the original purchase price of that particular weapon.
- G. Any request for issuance of Department keys will be made to the Patrol Secretary. Requests for electronic door cards will be made to the Assistant Chief of Administration.
- H. All keys and electronic door cards will be turned in to the Patrol Secretary when no longer needed for the job assignment or upon separation from the Department.
- I. Lockers in the men's and women's locker rooms will be assigned by the Department Secretary.
- J. Unassigned lockers with locks attached will have the lock cut off.
- K. Employees currently assigned a locker may not claim a future locker vacancy. Employees must maintain their originally assigned locker or forfeit their right to any locker assignment.
- L. All employees' will keep their locker space clean, including the top of the locker and its contents. Failure to keep the locker area clean will result in the forfeiture of locker privileges.

- M. At any time, the Chief of Police can authorize the inspection or search of any city owned property, including computers, desks, or lockers, that are assigned or issued to an employee. An employee has no expectation of privacy to city owned property.
- N. In cases where equipment is lost, damaged or misplaced, employees will immediately notify their Commander in memo form of the missing, damaged or misplaced item before a new piece of equipment is issued.
 - 1. This notification by memo applies to equipment that has a security or safety function.
 - 2. In cases where employees are habitual in the loss of, damage to or misplacement of equipment, they may be required to pay for the replacement of such equipment.