

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 06/19/18
Interim Chief of Police: 	Agency Owned Property, 17.5	
Cross Reference:	Policy Sections: SOP 17.5.1 Agency Owned Property SOP 17.5.2 Issue/Reissue of Agency Owned Property SOP 17.5.3 Operational Readiness	

PURPOSE

To establish guidelines and procedures for an inventory and control system of agency owned property and equipment.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide employees with the proper equipment, in the best possible condition, to perform their job in the safest and most efficient manner.

PROCEDURES

17.5.1 AGENCY OWNED PROPERTY

- A. The Elgin Police Department maintains inventories of agency owned equipment valued at \$1,000.00 or more; office furniture is exempt from this requirement.
- B. Supervisors are responsible for ensuring the inventory of equipment under their command.
- C. Annually, the internal compliance sergeant conducts an audit to ensure the inventories are being maintained.
- D. Department personnel are responsible for the care and safekeeping of agency owned equipment issued to them. Noted problems or deficiencies with assigned equipment shall be reported to their supervisor.
- E. Property which is damaged, lost or stolen will be reported, without delay, to the employee's immediate supervisor. The supervisor shall ensure a police report is generated and will report the incident through the chain of command.

17.5.2 ISSUE/REISSUE OF AGENCY OWNED PROPERTY

- A. The training officer is responsible for issuing, re-issuing, repairing, and replacing damaged equipment and uniform items in line with contractual bargaining agreements, uniform guidelines, departmental written directives, and city ordinance. The training officer shall track all equipment and uniform transactions.
- B. Department equipment that is due for replacement or is no longer serviceable will be disposed of in the following manner:
 - 1. Traded-in.
 - 2. Sold at an authorized public auction.
 - 3. Destroyed.

- C. The chief of police may authorize the donation of old uniforms to a charitable organization after patches and insignias have been removed.

17.5.3 OPERATIONAL READINESS

- A. It is the responsibility of each employee or division to ensure that all assigned agency owned equipment is maintained and kept in a state of operational readiness. This includes regular inspections, care and cleaning, preventative maintenance, and repair of the equipment.