

JACKSONVILLE POLICE DEPARTMENT

Policy: 4-11

Effective: 01-01-09

Revised: 12-10-21

DEPARTMENT & PERSONAL PROPERTY & EQUIPMENT

PURPOSE: To establish Department policy regarding the use and restrictions of Department and personal property and equipment. This Department equips officers with the tools necessary to do their job. With proper care and maintenance, the life expectancy of the equipment will be enhanced, thereby reducing the cost to the City and ensuring heightened officer safety.

POLICY: Officers of the Department shall be responsible for the proper care of Departmental property assigned to them for use. Employees are authorized to use personal property and equipment in the performance of the official duties for the Department. All items of personal property and equipment used, except for the items listed below, must first be approved in writing by the Chief of Police, who shall also require that the property be maintained in the same manner as Departmental property.

PROCEDURES:

I. DEPARTMENT PROPERTY

- A. A report will be made immediately to the Supervisor of the loss of, damage to, or unserviceable condition of Departmental property.
- B. The Division Commanders will be responsible for the strict enforcement of this Section.

II. PERSONAL PROPERTY (1.11)

- A. Any employee desiring to use their personal property, with the exception of small hand tools carried in the police unit, shall submit a written request to the Chief of Police citing the reason and justification for the use of such property.
- B. The following is a list of personal property and equipment pre-approved by the Chief of Police in the performance of the official duties of the Department:
 1. Flashlights;
 2. Handcuffs;
 3. Radio ear bud;
 4. Knives;
 5. First-Aid kits and/or medical supplies/equipment;
 6. Safety glasses/goggles; and
 7. Ear protection.
- C. Jacksonville Police Department badges will not be purchased by an individual officer without written authorization from the Chief of Police, with exception of orders made by the Quarter Master.
 1. The written request will be submitted by the officer through his chain of command to the Chief of Police.
 2. If authorized by the Chief of Police, the officer will provide the Quarter Master with an original copy of the authorization from the Chief of Police.
 3. The Quarter Master will then order the badge through an approved equipment provider and the requesting officer will be responsible for providing the supplier with payment at the time of pick up.
 4. Jacksonville Police Department badges will not be ordered from any other source, nor is a badge transferrable to another officer without written authorization from the Chief of Police through the requesting officer's chain of command.

5. In the event an Officer resigns from the Jacksonville Police Department, there will **not** be an opportunity to purchase a Jacksonville Police Department badge or any other department owned equipment. The only exception to purchase a Jacksonville Police Department badge, will be at the time of promotion or retirement.
- D. No personal vehicle may be used as a police unit. There will be no justification for an Officer to use a personal vehicle as a police emergency response unit. Under certain circumstances and with the approval of the Chief of Police, employees may be authorized to use their personal vehicle when on official City/Department business. Example: Travel to and from a conference, training course, etc. Amount of reimbursement for personal vehicle use will be authorized by the Chief of Police in accordance with the City's Travel Policies.

ALEAP: 1.11



Brett C. Hibbs
Chief of Police