



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 17.3

TITLE: DEPARTMENT- OWNED AND PERSONAL PROPERTY

EFFECTIVE: 12/3/2017

REVISED: Replaces Policy/Procedure 700

PURPOSE

Department employees are expected to properly care for department property assigned or entrusted to them. Certain procedures are required depending on the loss and ownership of the item.

POLICY STATEMENT

1. All property issued shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the Department, all issued equipment shall be returned to the section or division from which it was issued.

CARE OF DEPARTMENT PROPERTY

2. Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.
 - (a) Employees shall promptly report through the chain of command any loss, damage to or unserviceable condition of any department-issued property or equipment assigned for their use.
 - (b) A supervisor receiving such a report shall investigate the damage or loss and document the investigation in an incident report. The supervisor's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.
 - (c) The Superintendent of Police or his/her designated representative shall determine negligence.
 - (d) The use of damaged or unserviceable department property should be replaced with comparable department property as soon as available after required notice to a supervisor.
 - (e) Except when otherwise directed by a supervisor or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use is limited to official purposes and in the capacity for which it was designed.
 - (f) Department property shall not be thrown away, sold, traded, donated, destroyed

- or otherwise disposed of without proper authority.
- (g) Employees shall not make uniforms and/or uniform parts available to the general public.
 - (h) Employees shall remove and retain or destroy all patches and insignia which identify the articles as New Orleans Police Department uniform(s) prior to converting the articles to mere clothing or for disposal.
3. In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval.

LOSS OR DAMAGE OF PROPERTY OF ANOTHER

4. Members may intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement function shall report it as provided below:
- (a) A verbal notification shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.
 - (b) A written report shall be submitted before the employee ends tour of duty (ETOD) or within the time frame directed by the supervisor to whom the verbal notification was made.

DAMAGE BY PERSON OF ANOTHER AGENCY

5. If members of an outside agency (not part of the City of New Orleans) cause damage to personal property or property belonging to the City of New Orleans, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the supervisor.
6. The approved written report(s) shall be forwarded to the appropriate Bureau Commander by the reviewing / approving supervisor by email within 48 hours of approval.

GENERAL

7. Employees shall obtain individually issued property from the section or division authorized to issue such property.
8. If an employee has no further use for individually issued department property, he/she shall promptly return the property to the section or division from which it was issued.
9. Employees shall promptly return any individually issued department property when instructed by a supervisor.

SECURITY AND RESPONSIBILITY

10. Employees shall take reasonable precautions to prevent the loss, theft, or damage of Departmental property, police identification, police uniforms or uniform parts.
11. If the member desires to secure property in a vehicle (personal or departmental) it must have a locking trunk.

12. If a vehicle (personal or departmental) does not have a locking trunk the property shall be secured in a locked glove box or locked console within the interior of the passenger compartment.
13. If there is no functional locking mechanism, the property shall be concealed from plain view and secured in the locked passenger compartment (i.e. trucks, SUVs, vans).
14. Only departmentally authorized repairs, approved by the relevant authority, may be made on any Department property.
15. All Departmentally issued firearms shall be stored in the safest manner available at all times when not in use or worn by the member to whom issued.
16. When not on his/her person, the departmentally issued firearm shall be stored in the most secure manner available as listed:
 - (a) A locked gun storage locker either departmental or in the member's residence.
 - (b) Out of reach/sight in the member's residence with a gun lock.
 - (c) Locked inside a cabinet or drawer in the member's residence.
 - (d) If not at his/her residence, secured in the locked truck of his/her vehicle (departmental or personal).
 - (e) If the vehicle has no truck, secured in a locked glove box or locked console within the interior compartment of the vehicle.
 - (f) If there is no locked compartment or trunk of the vehicle, concealed from view and locked inside the passenger compartment of the vehicle.
17. Privately owned firearms of members shall not be used or brought onto City or Departmental property, including in departmental vehicles, unless specifically authorized by the Superintendent of Police or otherwise authorized by law.
18. Members are reminded that City ordinance **54:338 – Responsibility of Owners of Firearms with Respect to Minors** applies to the security of firearms. It shall be unlawful for any person to store or keep any loaded firearm on any premises under his control if:
 - (a) He knows or reasonably should know that a minor is likely to gain access to the firearm without the permission of the parent or guardian of the minor;
 - (b) Unless such person keeps the firearm in a securely locked box or other container or in a location which a reasonable person would believe to be secure, or
 - (c) Uses a trigger lock, gun lock or gun locking device on the firearm, or
 - (d) Carries the firearm on his person or within such close proximity thereto that he can readily retrieve and use it as if he carried it on his person.

REPORTING DAMAGE OR LOSS

19. For all incident reports involving loss, damage or theft of Departmental property, the reviewing / approving supervisor shall make three (3) copies of the incident report and forward within 48 hours of approval:
 - (a) One (1) copy to the Commander,
 - (b) One (1) copy to the Division Commander of the Division responsible for issuing the damaged/lost equipment, and
 - (c) One (1) copy to the MSB – Budget Services / Fiscal Section.
20. For all incidents involving the loss/theft of Department radio equipment, the reviewing / approving supervisor shall:
 - (a) Forward one (1) additional copy of the report to the Deputy Chief of the Management Services Bureau.
 - (b) Immediately notify MSB – Facility Support / Electronics Section and

Communications Services.

21. With the loss/theft of Department firearms, Conducted Electrical Weapons (C.E.W.), or Body Armor, the reviewing / approving supervisor shall forward one (1) additional copy of the report to his/her respective Bureau Chief.
22. Department bulletins shall be sent for the loss/theft of the following department property:
 - (a) Badges and/or official Department identification,
 - (b) Radio equipment,
 - (c) Department cell phones,
 - (d) Department laptop computers,
 - (e) Department owned firearms,
 - (f) Member owned firearms carried on-duty,
 - (g) Conducted Electrical Weapons (CEW),
 - (h) CEW cameras,
 - (i) CEW cartridges, or
 - (j) Department-issued body armor.

INDIVIDUALLY ISSUED DEPARTMENT PROPERTY: RECORDS

23. The issue and return of individually issued department property shall be permanently and centrally recorded in the **INSIGHT** Property Application. The Commander/Director of the issuing Division or his/her designee shall enter all property issued to or returned by an individual employee. Issuing sections or divisions shall also maintain a property log, bearing a complete description of the issued property, date of issue, date of return, and the signatures of both the issuing employee and the receiving employee. A copy of the issuing and return receipt shall be supplied to the employee.
24. If there is any question as to whether property was issued or returned, a signed receipt shall provide final authority.

INDIVIDUALLY ISSUED DEPARTMENT PROPERTY: RESIGNATION, TERMINATION OR RETIREMENT

25. The employee shall obtain from his/her Commanding Officer an individual property record, from the INSIGHT Property Application, listing all Department property for which he/she is accountable.
26. The employee shall obtain a Form #67 (Department Property Issue / Return Form) and hand-carry a copy of his/her property record as each individually issued item is returned.
27. Employees receiving the returned property shall sign and date the record to indicate the property has been returned in good working condition on a Form #67 which can be found under the "Forms" tab at www.nopd.org.
28. If Department property is returned in other than good working condition, the employee receiving the property shall record this fact on the Form #67. The employee receiving returned damaged property shall also indicate the repair or replacement cost of the damaged property on the Form #67.
29. Upon completion of the return of all individually issued Department property, the employee shall hand-carry the Form #67 to MSB - Human Resource Services.
30. If the employee is to be assessed for lost or damaged property, he/she may either make a direct payment or may have the amount deducted from his/her paycheck.

31. The employee's final paycheck shall be withheld until all departmentally issued property is accounted for and/or restitution is made for the lost or damaged property.

SEARCH OF DEPARTMENT OWNED PROPERTY

32. All supervisors may request New Orleans Police Department property and city owned property be searched at any time. The search of the property may include but is not limited to:
 - (a) Police Department/City owned or operated vehicles;
 - (b) All department property;
 - (c) All department desks; or
 - (d) All department lockers.
33. Reasonable effort shall be made to conduct the search in the presence of the employee who is responsible for or assigned the property.
34. When the employee is not available, the search shall be conducted in the presence of at least one of the employee's supervisors.
35. If a criminal investigation is being conducted, members of the Public Integrity Bureau shall be notified prior to the search of the property.

MONITORING CONVERSATIONS

36. Department offices, work areas, telephones and vehicles may be electronically recorded and/or monitored only with the prior written consent of the Superintendent of Police and only for the security of department operations and the verification of an allegation the employee is violating department rules, policies, procedures or orders.

INVENTORY CONTROL OF DEPARTMENT PROPERTY, EQUIPMENT, AND OTHER ASSETS

37. The Deputy Chief of the Management Services Bureau is designated as the Fixed Asset Coordinator and is responsible for maintaining a master inventory of all Departmental property and equipment with a value of \$500 or more and which has a useful life of at least one (1) year, per CAO Policy Memorandum No. 48 (R).
38. The Fixed Asset Coordinator shall be responsible for coordinating physical inventory, ensuring new purchases are tagged and recorded and transfers are properly recorded.
39. To assist the Fixed Asset Coordinator, the Director of Fiscal Services shall ensure the fiscal management staff orders and obtains inventory forms and City property tags from the Department of Finance, Bureau of Accounting, when purchasing items valued at \$500 or more and with a useful life of at least one (1) year.
40. The Director of Fiscal Services shall ensure the tags are appropriately affixed to the items and a copy of the inventory forms forwarded to the Fixed Asset Coordinator to be included in the master Departmental inventory.
41. The Fixed Asset Coordinator shall record and update additional information such as condition, useful life, maintenance requirements, and warranty data.
42. Items not requiring inventory include consumable items such as office supplies, paper, pens, files folders, etc.

43. Completion of the Police Inventory Control form (Form 37), which can be found under the "Forms" tab at www.nopd.org, is required for receiving, transferring, declaring surplus, or reporting the change of the physical location of items already tagged.
- (a) Part I shall be completed on all forms. For each item, complete Part II, III or IV, as appropriate.
 - (b) Part II of the form shall be used for new purchases received and items presently in use but not on inventory.
 - (c) Part III of the form shall be used for declaring items surplus (only the Deputy Chief of the Management Services Bureau, designated as the Fixed Asset Coordinator, or the Director of Finance for the City of New Orleans can declare items surplus). Lost or stolen items and items destroyed (accidentally or through criminal conduct) shall include the report and item number.
 - (d) Part IV of the form shall be used for items originally assigned to one Bureau, Section, etc. and are being transferred to another Bureau, Section, etc. Only complete the section that pertains to the item. If any information is unknown, in the blank write UNKNOWN. If the employee is not sure of the information leave it blank.

USE OF INVENTORY CONTROL TAGS

44. All Inventory Control Tags shall be placed in a location of easy access and visibility.
45. Items too small to affix an Inventory Control Tag shall, when possible, be engraved with the tag number. The tag shall be placed on a copy of the Police Inventory Control Form which shall be maintained on file in the unit responsible for the item(s).
46. In cases where the Control Tag cannot be affixed and the item cannot be engraved a copy of the Inventory Control form shall be forwarded to the Deputy Chief of the Management Services Bureau (Fixed Asset Coordinator) and to the Deputy Chief in command of the bureau where the item is utilized.

COMMANDER'S RESPONSIBILITIES

47. All Commanders shall review the INSIGHT Property Application for his/her bureau every six (6) months, by location.
48. This review shall check the item listed against all inventoried items located under their command.
49. Any item not appearing on the Property Application and/or not able to be located shall be noted and an interoffice correspondence generated. The correspondence, with a description of the items not noted on the Property Application and/or not located, shall be forwarded to the Deputy Chief of the Management Services Bureau or his/her designee. Any items that are not located and/or not accounted for shall be documented as per this Chapter.
50. All Commanders shall receive an internal monetary asset report every six (6) months, by location, of all monetary assets under their command. This printout shall include, but is not limited to, all "buy money" within the narcotics unit, all vending machine accounts, and all grant equipment purchased as well as where this grant equipment is currently located.
51. All Commanders will request a printout of all equipment purchased with grant monies from the Grants Allocation Unit and all narcotics "buy money" allocated to their

- command from ISB - Narcotics every six months to coincide with this internal monetary asset report.
52. Should there be any discrepancies in the asset inventory report, the Deputy Chief of the Public Integrity Bureau shall be notified and determine if an investigation should be initiated.
 53. Upon any change of command, the new Commander shall review the INSIGHT Property Application and conduct an inventory check regardless of the time since the last inventory check.
 54. Upon any change of command:
 - (a) All Commanders shall receive an internal asset report, by location, of all monetary assets under their command. This printout shall include, but is not limited to, all fundraising monies, all Police and Justice Foundation monies, all "buy money" within the narcotics unit, and all vending machine accounts.
 - (b) All commanders shall receive an internal asset report on all grant monies received, spent, and equipment purchased as well as where this grant equipment is currently located.
 - (c) Should there be any discrepancies in the asset inventory report, the Deputy Chief of the Public Integrity Bureau shall be notified and determine if an investigation should be initiated.
 55. Any item(s) appearing on the INSIGHT Property Application that is not under the control of the Commander or at its location shall be documented in an interoffice correspondence.
 56. The correspondence shall indicate the disposition of the property, its present location, and condition, if known.
 57. Any items that are not located and/or not accounted for shall be documented as per this Chapter.
 58. At announced intervals, employees of the Compliance Bureau shall make an inventory survey. The completed inventory report shall be kept on file at the unit where the inventory is being completed. In addition, a copy of the completed inventory report shall be sent to the Deputy Chief of the Management Services Bureau where this report shall be reviewed and kept on file.

DUPLICATE KEYS-LOCKS

59. Requests shall be prepared in duplicate and submitted to the Management Services Bureau utilizing Form 172 (Duplicate Key Request) which can be found under the forms tab at www.nopd.org. The form shall be completed in its entirety, including the reason for the needed service.
60. Requests for keys, a request to change the combination of a safe, or a request for the re-keying of locks shall be forwarded to the Deputy Chief of the Management Services Bureau for approval.
61. Approved requests shall be forwarded to the proper unit within the Police Department for completion or forwarded to the appropriate outside vendor.
62. Disapproved requests will be forwarded by the Management Services Bureau to the requesting Unit/Division (through the chain of command) with an explanation as to why

the request was disapproved.

63. In those instances where the changing of locks, mechanisms, combinations, etc. are approved by the Deputy Chief of the Management Services Bureau, Management Services Bureau shall provide and forward additional keys, or provide combinations, to the Superintendent of Police and the Deputy Chief of the Bureau where the work was completed.
64. Commanders are responsible for having duplicated keys to all Department offices, work areas, and vehicles under his/her supervision.