

WOLFEBORO POLICE DEPARTMENT

SOP 5.0

Date Issued: 12/27/2019

Review: 03/10/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

DEPARTMENTAL PROPERTY

Policy To control and maintain in a state of operational readiness.

Purpose The purpose of this directive is to cover the following

Equipment	Cleanliness
Operational readiness	Accountability
Loaning equipment	

Care of Facility No one shall mark or deface any surface in the station.
Work areas are to remain clean and uncluttered.
No material shall be affixed to the wall without authorization of the Chief of Police.
All defects or operational problems are to be reported to the appropriate property officer.

Equipment Shall be maintained in a state of operational readiness.
All property except firearms & tasers - Any defects, loss or damage must be reported to department property officer.
Firearms – firearms property officer.
Tasers – taser property officer.

All officers responsible for department property shall keep Captain/Executive officer informed of defects, loss or damage.

Loaning equipment Authorization of the Chief is needed to loan equipment to another agency
Equipment shall be inspected prior to and upon receipt of the equipment.

SOP 5.0
Departmental Property

Responsibilities

Individual	Shall
Employees	Maintain equipment in good working order Report any problems to appropriate department property officer File report, if needed
Department Property Officer	Attempt to have equipment replaced or fixed Notify the Chief or designee.
Chief	<ul style="list-style-type: none"> • Has overall responsibility of all departmental property • Will arrange to fix or replace property, if possible
Administrative Sgt.	
Administrative Sgt.	

Reports

The following reports need to be completed.

Loss or Damage	Must be completed on any damaged property or lost property within 24 hours by the employee (not for vehicle loss or damage)
Monthly Inspection	Completed by the end of each Month on the status of the facility and equipment – Administrative Sgt.
Yearly Inspection Report	Completed by June 1st – status of the department equipment with recommendations on upgrades and replacing existing equipment – Administrative Sgt.
Loan Form	Filled out prior to loaning out equipment and signed by receiving agency Records maintained by a supervisor and completed by him on return of property