

# WOLFEBORO POLICE DEPARTMENT

## SOP 5.1

**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**

### COLLECTION OF DEPARTMENT EQUIPMENT

**Purpose** To establish procedures for collecting equipment and property from employees separating from department employment as a result of a transfer to another town agency, retirement (including part-time officers), disability, resignation, death, or dismissal.

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**Policy** The department shall collect the equipment and property issued to individual employees who are separating from department employment before authorizing any final payment.

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**Responsibilities** The Administrative Sergeant shall retrieve any equipment or property in cases where employees are deceased, dismissed or transferred to another department for employment.

Employees of the department shall be held responsible for the proper handling, care, and return of all Town equipment and property assigned to them. At the time of any loss or damage, the employee is required to document the circumstances of that loss or damage, generally via an incident report to their immediate supervisor. If it is determined that the loss or damage is due to negligence or abuse; the employee may be required to reimburse the Town for the value of the loss.

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**Action** Employees separating from department employment shall notify the The Chief of Police at least two weeks in advance of their intended date to retire or resign. Employees that do not provide a two-week notice at minimum will be considered in bad standing, except in extreme circumstances to be

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determined on a case by case examination.

Retirees with 15 or more years of service with the Wolfeboro Police Department may keep their primary department - issued weapon at retirement from active duty, when they leave the department under honorable circumstances. The weapon shall be turned into the firearms officer and transferred via the authorized Town gun distributor; a firearm transfer fee will be required at pick up. A retired ID card shall be exchanged for a regular issued badge and ID card upon retiring from the department.

Employees separating from the department shall turn in their department-issued equipment and property with the Administrative Sergeant: the employee must get a signature on the equipment return form certifying the return of the equipment and property. Equipment and property must be turned in during the business hours of the receiving unit.

Resignation or transfer to another Town Department.

Employees who are resigning or transferring to another Town department shall address their separation letter to the Chief of Police.

Retirement

An employee planning to retire shall contact the Chief of Police and request an appointment with Human Resources.

The Staff Sergeant shall give the employee the equipment return form. The employee must comply with the steps in the Section.

Disability Retirement

If an employee retires due to disability, the employee's immediate supervisor shall advise the Chief of Police of the employee's condition. The Administrative Sergeant shall arrange the date with the employee or his or her family to collect the town equipment and property.

Employees deceased or killed in the Line of Duty

In the event of an employee death, The Chief of Police or his or her designee shall arrange the date with the family when the employee's immediate supervisor shall collect the town equipment and property.

Relief from Duty or Suspension

The Chief of Police or his or her designee relieving an employee from duty shall determine the need to collect equipment. When the equipment is

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collected, the employee shall receive a receipt for the items that are collected.

**Dismissal**

An employee who is dismissed must turn in all department-issued equipment and property to the Administrative Sergeant.

If any equipment is not returned by the separated employee, The Chief of Police or his or her designee shall direct the employee to return the equipment. The employee's last paycheck may be frozen until the items are returned. If the equipment is not returned within two weeks, an incident report shall be written listing the items not returned. The report shall describe the circumstances associated with the items not being returned as instructed.