



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 204

Effective Date 12/18/2014

Policy Name Surrender of Departmental Equipment

Approved Date 12/18/2014

Approved by *Wendell Franklin, Chief of Police*

Previous Date 03/10/2004

PURPOSE OF CHANGE:

To update policy format and to add computer security access card.

POLICY:

Employees are required to surrender equipment issued by the Department when they resign or retire. The Chief of Police, or designee, may also require the temporary surrender of certain equipment issued by the Department during periods of military duty, suspension, long-term approved leave, administrative/limited duty, leave pending an investigation of a serious criminal offense, after the result of a psychological evaluation, or in extreme cases of exigent circumstances. For the purposes of this policy, "designee" will refer to anyone with the rank of Captain or above.

SUMMARY: Regulations involving the surrender of equipment issued by or belonging to the Department.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES: None

REGULATIONS:

1. When directed by the Chief of Police, or designee, employees shall surrender any or all of the following equipment to their division commander, or designee:
 - a. Breast badge.
 - b. Commission card.
 - c. Service weapon(s).
 - d. Keys to assigned police vehicle.
 - e. Gas fob.
 - f. Computer.
 - g. Broadband device (MiFi).
 - h. Cell phone.
 - i. Computer Security Access Card

2. When directed by the Chief of Police, or designee, equipment shall be surrendered prior to:
 - a. Suspension.
 - b. Retirement.
 - c. Resignation.
 - d. Administrative/Limited duty assignment.
 - e. Leave pending investigation of a serious criminal offense.
 - f. Psychological evaluation.

- g. Military duty.
- h. Long-term approved leave (e.g., FBI Academy, Bomb Handlers School).
- i. In extreme cases of exigent circumstances such as, but not limited to, insubordination or a mental health crisis with the officer.

3. Employees who are resigning or retiring will obtain and complete an Employee Exit Clearance Form.
4. Officers and non-sworn employees (if applicable) will return all department-issued equipment to the proper location in accordance with the Employee Exit Clearance Form.
5. Locations for return and examples of equipment are:
 - a. Assigned divisions – assigned vehicles (to include gas card and keys), cell phones, pagers, portable radios, broadband devices (MiFi), laptop computers, tablets, fingerprint kits, reflective vests, roller tapes, pepper spray, road flares, traffic cones, door keys, any information which is part of a TPD manual or was obtained through TPD's intranet, any other issued equipment which is requested by the Chief of Police, or designee.
 - b. Training Center – Policy & Procedure manual, Tactical and Operational Guidelines manual, Resource Center materials, breast badge, and hat badge.
 - c. Firing Range – service pistol, service rifle, shotgun, body armor, gas mask and carrier, handcuffs and conducted electrical weapons (CEW) etc.
 - d. Police Personnel/Payroll –city ID card, commission cards, city driver's licenses.
 - e. Specialty Unit Commanders – any equipment issued to the officer by the specialty unit.
6. Employees who cannot return equipment to the proper locations during regular business hours will turn their equipment in to their supervisor. Supervisors will ensure the equipment is returned to the proper locations as soon as possible.
7. Retiring officers will retain their breast badge, hat badge, service pistol, shotgun and ballistic vest.
8. Officers with less than one year on the Department must return all uniforms and issued equipment to the Training Center.
9. Surrendered equipment shall be secured at the employee's assigned division and may be reassigned if the separation is of a long-term nature. The division commander, or designee, will ensure that the employee's service weapons are returned to the firing range if the duration of the suspension, administrative/limited duty, leave, or evaluation is over fourteen days.
10. Vehicles will be parked and secured at the employee's assigned division. At the discretion of the division commander, the equipment officer may reassign the employee's vehicle if the separation is of a long-term nature.
11. Broadband devices (MiFi) will be secured at the employee's assigned division. The division commander will ensure the equipment officer notifies the Headquarters Division about any broadband devices that are surrendered.
12. Prior to returning to normal duty status, employees will make arrangements with their division commander, or designee, to retrieve surrendered equipment.

REFERENCES:

302C, *Administrative/Limited Duty*
Collective Bargaining Agreement, Article 21
CALEA 17.5.1, 17.5.2