



AF20

**PROPERTY AND EQUIPMENT
MANAGEMENT**

AF20

Effective Date: 24 August 1997
Revised Date: 08 April 2015
Last Reviewed Date: 11 October 2016

POLICY

1. The Delta Police Department (“Department”) will establish and maintain a property management function for department owned property, that will:
 - a) provide for the requisition, distribution and control of Department property;
 - b) provide effective equipment for productivity and safety, facilitated through an annual audit of equipment issued to all employees, including:
 - i) vehicles;
 - ii) emergency vehicle equipment;
 - iii) weapons, including equipment to carry or retain weapons and ammunition;
 - iv) uniform clothing;
 - v) portable radio transceivers; and
 - vi) special purpose equipment.
 - c) provide appropriate instruction and training in the use and limitations of equipment as required;
 - d) designate persons or positions responsible for the condition and maintenance of equipment; and
 - e) provide a system for reporting the loss or damage of department property.



REASON FOR POLICY

2. To provide for the effective management of Delta Police Department (“Department”) owned property.
3. To ensure that all employees are able to use effective equipment for productivity and safety.

PROCEDURES

Requisition and Distribution

4. All requests for new, additional or replacement equipment with a cost greater than \$500 are to be included in the annual budget process. Replacement or purchase of property and equipment required within the budget year is to be authorized by the Inspector of Human Resources and Administration or Finance Manager.
5. All equipment is to be registered in the Department inventory and, where appropriate, the equipment control system.

Inventory – Control

6. An annual inventory of all property assigned to the department will be conducted by the Purchasing Officer.
7. The inventory will be conducted under the direction of the Inspector of Human Resources and Administration, or Finance Manager.
8. All shortages and damage shall be noted on the inventory listing and the Deputy Chief of Administration shall be notified if the value of replacement is in excess of \$500.

Special Purpose Equipment

9. All special purpose equipment within the Department will be used in an approved manner, that includes:
 - a) a statement of objectives of their operation or usage;
 - b) instructions, conditions and limitations of usage;



- c) authorization for use in various situations; and
- d) qualifications and training for employees assigned to operate the equipment;

Report of Damage, Loss or Deficiency

- 10. Damage, loss or deficiency of Department property shall be reported in writing to the member's immediate supervisor.
- 11. Reports of damaged, lost or deficient Department property will be forwarded to the Inspector of Human Resources and Administration for authorization of replacement or repair.
- 12. Reports of damage to Department property that may have been a result of intentional recklessness shall be reported to Professional Standards in accordance with the *Police Act*.