



DP20

**PROPERTY & EQUIPMENT
MANAGEMENT**

DP20

Effective Date: 24 August 1997
Last Reviewed/Revised Date: 21 September 2020*

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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 Department owned property.
- 3. To ensure that all employees are able to use effective equipment for productivity and safety.

RELATED POLICIES

- DF10 – Budget Process
- DP30 – Operational Communications & Equipment Use
- DP40 – Uniforms, Insignia & Identification
- DP50 – Personal Protective Equipment
- DP51 – Weapons Issuance & Management
- DP60 – Department Vehicles

PROCEDURES

Requisition & 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 i/c Human Resources or Finance Manager.
- 5. All equipment is to be registered in the Department inventory and, where appropriate, the equipment control system.

Inventory

- 6. The Purchasing Officer shall conduct an annual inventory of all property assigned to the Department.



7. The inventory will be conducted under the direction of the Inspector i/c Human Resources or Finance Manager.
8. All shortages and damage shall be noted on the inventory listing and the Deputy Chief 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 shall be forwarded to the Inspector i/c Human Resources 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*.

*Revised Dates:
15 October 2012
08 April 2015