



DP20

**PROPERTY & EQUIPMENT  
MANAGEMENT**

DP20

Effective Date: 24 August 1997  
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**POLICY**

1. The Chief Constable shall delegate employees or positions responsible for the requisition, distribution, and control of specific Delta Police Department (Department) property and equipment, and provide associated Procedures, pursuant to this Policy.

BC Provincial Policing Standards (BCPPS) Addenda E4.2.1

2. The Chief Constable shall facilitate appropriate instruction and training in the use of Department property and equipment, as required.

**REASON FOR POLICY**

3. To seek to ensure the safe and effective management and use of Department property and equipment.

**RELATED POLICIES**

- DF10 – Budget Process
- DP31 – Operational Communications
- DP40 – Uniforms, Insignia & Identification
- DP50 – Personal Protective Equipment
- DP51 – Weapons Issuance & Management
- DP60 – Department Vehicles

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## PROCEDURES

### Employee Responsibilities

4. Designated employees or positions shall, in relation to property and equipment under their responsibility:
  - a) maintain an up-to-date inventory;
  - b) conduct required audits and analysis; and
  - c) document any loss, damage, deficiency or shortage.

BCPPS Addenda E4.2.2 & E4.2.3
5. Employees are responsible for using Department property and equipment as directed and in an appropriate and safe manner.

### Requisition & Replacement

6. Requests for replacement for property and equipment with a cost exceeding \$2,500 (beyond normal wear and tear), must be authorized by the applicable Inspector or delegate.
7. Requests for property and equipment not currently issued must be submitted, in writing, through the chain of command to the Superintendent i/c Administration Bureau, including:
  - a) a statement of objectives for its use;
  - b) details related to its cost and procurement;
  - c) any conditions or limitations; and
  - d) any instructions or training required for its use.
8. The Superintendent shall assess any requests made under Section 7 above, and if they determine the request to be reasonable, they shall:
  - a) submit the report to the Uniform & Equipment Committee for approval; and
  - b) if the cost exceeds \$500 and is to be a recurring cost, it is to be included in the annual budget process (refer to Policy DF10 – *Budget Process*).



### Damage, Loss or Deficiency

9. Employees shall report to their supervisor any damage, loss, or deficiency of Department property and equipment in their care or control or that they are using, as soon as practicable.
10. If damage, loss, or deficiency is or may have been the result of negligence, the supervisor shall report the matter to the Inspector i/c Human Resources and Inspector i/c Professional Standards Section.

\*Revised Dates:  
15 October 2012  
08 April 2015  
21 September 2020