

DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: Departmental Property in General	GO 5.01
EFFECTIVE DATE: December 31, 2013	APPROVED: Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: R80-025 ISSUED: January 1, 1980	

I. OBJECTIVES

To assure proper care and custody of departmental property and to regulate the use of personally owned property during the performance of duty.

II. RULES

- A. An employee shall be responsible for the proper care and custody of any departmental property either issued to or utilized by him.
- B. The Training/Personnel Officer shall be responsible for maintaining signed and dated inventory of individually issued equipment for each employee in the Department.
- C. Each employee is responsible for securing issued equipment such that it does not become lost, misplaced, or otherwise unaccounted for.
- D. Any employee who cannot produce all of their individually issued equipment upon demand shall be subject to disciplinary action and required to either replace the missing equipment or reimburse the City for the cost of replacement. In cases where an individual is no longer employed by the City of Duncanville, and they fail to replace the lost items, the cost of replacement will be taken from the employee's final settlement check.
- E. It is the responsibility of the employee to ensure that their equipment inventory list is updated to reflect any changes in issued equipment, which may occur. A new equipment inventory list will be generated, signed, and dated by the employee each time there is a change in their issued equipment.
- F. Prior to the carrying and utilization of any personal equipment while performing duties as a Duncanville Police Officer, each employee will seek written approval from the Chief of Police. The format will be on a memorandum, specifically describing the item(s) to be carried and their expected use. The current exceptions to this requirement are:
 - 1. Individual weapon systems and ammunition the employee is qualified through the Training/Personnel office or the Department Rifle Team to deploy;
 - 2. Personal cell phones;

3. Bags to carry/store equipment;
4. Containers used to store forms, citations, and other Department documents;
5. First Aid/Medial supplies;
6. Flashlights;
7. Eye wear;
8. Clothing (not excepting Uniform Regulation 7.01);
9. Writing instruments; and
10. A folding pocket knife.