

<b>DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS</b>	
SUBJECT: Department Property Other than Vehicles	GO 5.02
EFFECTIVE DATE: December 31, 2013	APPROVED:  Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: R80-026 ISSUED: January 1, 1980	

I. OBJECTIVES

To assure proper care, custody and control of departmental property other than vehicles.

II. RULES

- A. An employee who becomes aware of any departmental property which has become lost, damaged, or inoperative shall report such to his immediate supervisor.
- B. When departmental property shows damage which has not been previously reported, the last employee having either use or custody of that property shall be deemed responsible for making the report of such damage.
- C. Upon termination of employment, an employee shall return all departmental property possessed by or issued to him.
- D. An employee shall take reasonable care to avoid damaging, wasting, misusing, or destroying departmental property regardless of the unit or person to whom it has been assigned.
- E. Except in an emergency, an employee shall not alter or attempt any repairs to departmental property without prior authorization of a supervisor.
- F. An employee shall not use departmental property except in furtherance of departmental goals and objectives and in performance of his duty.