



## LINCOLN POLICE DEPARTMENT GENERAL ORDERS

**NUMBER:** 2020  
**TOPIC:** DEPARTMENT EQUIPMENT AND SUPPLIES  
**ISSUED BY:** TERESA EWINS, CHIEF OF POLICE  
**DATE:** 1-1-2022  
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**REFERENCE:**

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### I. POLICY

The Lincoln Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. All employees are expected to properly care for equipment and materials assigned to them. The Property and Evidence Unit is responsible for storage and security of department property and maintaining the inventory in a state of operational readiness. (17.5.2)

### II. PROCEDURE

#### A. Inventory of Equipment and Supplies (17.5.1)

1. The Property and Evidence Unit will maintain an inventory of all non-expendable equipment with a useful life of over one year and a value of \$1,000 or more.
  - a. This inventory will include, at the minimum, an identification number, a description, and the place or person to whom it is assigned.
  - b. Changes in assignment or location shall be reported to the Property and Evidence Unit, which shall update the record.
  - c. The Property and Evidence Unit shall conduct an annual inventory.
2. The Property and Evidence Unit is primarily responsible for the acquisition and distribution of all equipment and supplies and will maintain a stock of equipment and supplies in regular use.

#### B. Issuing Equipment and Supplies (17.5.2)

1. Certain items of equipment, such as radios and radars, are maintained by the team for checkout by officers for use during their tour of duty.
  - a. The team will maintain a system for documenting the assignment of such equipment.
  - b. Such items must be checked back in at the conclusion of the tour of duty.
2. Some personal equipment and uniforms will be issued to officers. The Property and Evidence Unit will maintain records of non-expendable items issued to officers.
3. Replacement of non-expendable items that become unserviceable will require that the item be exchanged.
4. Expendable items in general use may be obtained from the Property and Evidence Unit by completing a request form.
5. The acquisition of unusual or special-order items requires written authorization by a commanding officer.

#### C. Special Equipment (61.1.8)

1. Speed Measurement Equipment
  - a. Equipment specifications: The supervisor of the Traffic Safety Unit will maintain a list of specifications of all department speed measurement equipment. Only these devices are approved for use.

- b. Operational procedures: All devices must have a current certification. All pre and post testing requirements must be completed for each device used during an officer's shift. Test procedures for each device must be followed before any citations may be issued with the use of that device. The device must pass all pre and post tests, meeting 100% of the required performance element. If a device fails, both the device and any citations issued with that device shall be turned in to the Traffic Unit sergeant, who will ensure that the citations are not filed and that the persons who received the citations are notified by letter that the citations have been voided.
- c. Care and upkeep: Speed measurement equipment is assigned to each Operations Division team. Any officer who finds a performance or operational issue with a unit shall:
  - (1) Place the unit out of service;
  - (2) Portable units should be turned in to the Traffic Unit sergeant with a memo describing the issue.
  - (3) For mobile units, the officer should submit a memo to the Traffic Unit sergeant.
- d. Programmed maintenance: The Traffic Unit sergeant coordinates the maintenance, certification, and repair of all speed measurement equipment.
  - (1) All units and tuning forks will be certified during repair.
  - (2) The Traffic Unit sergeant will maintain records of certification, maintenance and service for each device.
- e. Operator training and certification: Officers must be certified to operate a specific device. No officer may operate a device unless they hold a current certification.
  - (1) Certification must be approved by a certified instructor.
  - (2) All radar/lidar instructors must be certified by an accredited program every six years.

#### D. Damage, Loss, and Theft of Equipment

- 1. Employees are required to take proper care of all equipment and supplies entrusted to their use or custody. Abuse, misuse or negligence will result in appropriate disciplinary action.
- 2. Ordinary wear-and-tear or problems with serviceability of equipment shall be reported to the Property and Evidence Unit whenever discovered by an employee.
- 3. Loss, theft, or damage to non-expendable property (useful life of more than one year, value of \$100 or more) shall be reported on a Lincoln Police Department Equipment Report.
  - a. The officer in control of the item at the time the loss, theft, or damage occurs must complete this report and submit it to their commanding officer.
  - b. The commanding officer will review the report, along with any other information pertaining to the incident, and make a determination as to whether abuse, misuse, or negligence were involved, and determine the need for any remedial or disciplinary action.
- 4. The department will reimburse officers for wristwatches damaged or lost in the line of duty up to \$50, and for prescription eyeglasses or contact lenses damaged or lost in the line of duty up to \$200. The department does not provide reimbursement or accept responsibility for any other personal equipment or property.