



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-2

Effective: 8/29/2018 Review Due: 8/29/2019 Replaces: 12/22/2016

2-2 DEPARTMENT PROPERTY

2-2-1 Purpose

The purpose of this policy is to provide procedures for the issuance, maintenance, inventory, transfer, salvage, and inspection of Department-owned and issued property.

2-2-2 Policy

Department policy is to properly inventory all Department property and to hold all personnel accountable for property issued to them. The Administrative Support Bureau is designated as the centralized point for procuring, requisitioning, issuing Department property to authorized users, and for overseeing that Department property is maintained in a state of operational readiness.

2-2-3 Definitions

A. Fixed Asset

A fixed asset is any non-expendable property item that has a purchase value of \$5,000.00 or more. All fixed assets are assigned a city tag by the Department of Finance and Administrative Services/Accounting Division.

2-2-4 Procedures

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A. Property Inventories

1. A current inventory of all Department property shall be established and maintained by the Property/Inventory Section.
2. Department property includes all non-expendable property, as determined by the City's Administrative Instruction No. 6-4 and/or by the APD Property Unit.
 - a. Area commanders and division commanders will ensure that a physical inventory of all Department property items assigned to their division or section is conducted during the annual inventory run which occurs the third quarter of each year. The commanders and division managers will be responsible for ensuring that the inventory in their respective facilities corresponds to the inventory list maintained by the Property/Inventory Section. The Property/Inventory Section will send out division inventory lists by September 15th of each year. Each division will be required to verify the list, make changes and updates, and return the completed inventory to the Property/Inventory Section within 30 days from the date on the annual inventory memo.
 - b. Area and division commanders will be responsible for maintaining their inventories.



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- c. Commanders will conduct inventories when transferring from a unit or to a newly assigned unit.

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B. Transfer or Salvage of Property

1. When transferring property items from one activity to another, the unit deleting the property will send a memo from the area or division commander to the Property/Inventory Section indicating what is being transferred from that unit and where it will be transferred. The Property/Inventory Section will then ensure that the appropriate adjustments are made on both inventories.
2. Personnel will not throw away or discard any Department property regardless of condition. Unusable inventory will be salvaged according to City policy.
3. If equipment is to be salvaged, a memo approved by the division commander or manager must be submitted to the Property/Inventory Section. The memo should include a full description of equipment to be salvaged, their condition, the unit that is salvaging them and the reasons why the equipment or items are to be removed from inventory.
4. Arrangements to drop-off items for salvage will be made when the Property/Inventory Section personnel have been notified. If the items are too big or bulky to be delivered to the Property/Inventory Section, arrangements will be made with the Property/Inventory Section to have them pick up the items.
5. Items to be salvaged must be stored within the division requesting salvage until the day of the salvage pick up, unless prior arrangements have been made.
6. City tag numbers, serial numbers, and model numbers will be used to identify the items being transferred or salvaged.
7. Prior to transferring weapons to outside vendors, the Audit Unit will be requested to conduct an audit of the items.

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C. Requisitioning Property Items

When requisitioning property items, the requesting unit will submit the original requisition to the Administrative Support Bureau, which will then send a copy of all requisitions and purchase orders to the Property/Inventory Section.

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D. Identification of Property Items

1. All purchases made by the Department will be received by the Property/Inventory Section at 400 Roma Avenue NW, 87102. Items purchased with a procurement card must be reported to the Property/Inventory Section within three business days of acquisition.



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2. The Property/Inventory Section will notify the end user to pick up the equipment after the appropriate tags have been added, and the items have been entered into the inventory database.
3. Purchases made with a procurement card or items that are delivered to an APD facility due to their weight and/or size are not exempt from inventory requirements. The end user must ensure that the items are properly tagged and accounted for by the Inventory/Property Section within five days of receipt.
4. All firearms must be shipped to the Property/Inventory Section so that Property/Inventory personnel may input those serial numbers into the Department's inventory database.

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E. Issued Property

1. All sworn personnel will be issued the necessary police equipment to properly perform their assigned duties.
2. A list of Department issued equipment will be maintained by the Property Unit Manager.

F. Carried Property

1. All sworn, uniformed personnel will carry, at a minimum and on their person, the following items while on duty:
 - a. Duty firearm with flashlight
 - b. Duty leather gear, which includes:
 - i. Equipment belt, – two inches wide, basket weave leather or synthetic
 - ii. Holster –with required manual retention device
 - iii. Handcuff case, – open or closed type
 - iv. Ammunition carriers
 - v. Chemical agent holder
 - vi. Flashlight holder
 - vii. Belt keepers
 - c. Portable Radio
 - d. Electronic Control Weapon (ECW)
 - e. On-Body Recording Device (OBRB)
 - f. Handcuffs
 - g. Handcuff key
 - h. At least two additional authorized ammunition magazines filled to capacity with authorized ammunition
 - i. OC Spray
 - j. Flashlight
 - k. Badge



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- l. Name tag
 - m. Commission card
2. If issued, equipment that must be carried in a Department-issued vehicle includes these items:
 - a. Less-Lethal Shotgun
 - b. First Aid Kit
 - c. Fire Extinguisher
 - d. Blankets
 - e. Road flares
 - f. Protective mask (gas)
 - g. Weapons of Mass Destruction (WMD) kits
 - h. Bio-hazard/HAZ-MAT kits
 - i. Expandable baton
3. On-duty officers in uniformed operational assignments will be equipped with OC spray, and ECW. If issued, all uniformed FSB personnel will carry a less-lethal shotgun or 40mm launcher and any other weapon platforms issued by the Department.
4. All sworn non-uniformed personnel issued an ECW and other weapon platforms will carry or have them readily accessible during the performance of any law enforcement function involving public contact, in accordance with the [ECW SOP](#).
5. After being trained and certified, Police Service Aides (PSA) and Crime Scene Specialists (CSS), and Prisoner Transport Unit (PTU) if issued shall carry chemical OC spray and ECWs.

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G. Police Department Identification and Commission Cards

1. All Department personnel, including part-time and temporary employees, will be issued official identification cards by the Payroll Unit at the time of hire, except cadets. Police cadets will not be issued a commission card until they graduate from the police academy.
2. Police officers will renew their commission cards as follows:
 - a. At the direction of the Chief or designee.
 - b. When there is a permanent change of rank.
 - c. When the card becomes lost, stolen, unserviceable, or when a change of name occurs.
3. Nonsworn personnel will renew their identification cards as follows:
 - a. At the direction of the Chief or designee.



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- b. When the card becomes lost, stolen, unserviceable, or when a change of name occurs. Refer to section 2-2-4 J.

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H. Inspection of Issued Department Property

1. Department property that is issued to individual officers will be inspected by the officer's immediate supervisor as outlined in the [Performance Metrics SOP](#).
 - a. Formal line inspections will be conducted annually for all personnel, within the first month of a new bid, and when personnel report to a new permanent assignment.
 - b. Supervisors may institute informal line inspections for their commands at their discretion and will maintain copies of these inspections.
2. Monthly line inspections will be completed using the form on the Department SharePoint site.
 - a. The officer's immediate supervisor will physically inspect each item of issued and personal equipment for serviceability, to include firearms used on duty. If applicable, the supervisor will verify that the serial number entered on the form is correct.
 - b. If any equipment is not in serviceable condition, it will be indicated on the form and appropriate procedures will be initiated for its replacement.
 - c. The supervisor will check the officer's driver's license, commission card, and city operator's permit and enter the required information on the inspection form in SharePoint.
3. Formal line inspections will be documented using SharePoint.

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I. Responsibility for Department-Issued Property

1. All personnel of the Department are responsible for the Department property issued to them.
2. When officers have their Department-issued equipment damaged or stolen, they shall contact their chain of command for immediate replacement of those items that are necessary for them to function in their particular job. These items will be given to officers on a temporary loan basis only, and the items will be documented and properly receipted by the Property Unit.
3. Upon issuance of a temporary firearm, the officer must complete a day and a night Department of Public Safety (DPS) qualification shoot prior to returning to duty with that firearm. Qualifications are based on serial numbers of the weapons and not on the platform of the weapon.



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4. Prior to issuance of a temporary firearm, Temporary Firearms Issue Form PD [2437](#) must be completed by the range master or his/her designee and submitted to the APD Property Unit for tracking purposes.

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J. Repair or Replacement of Department Issued Property

1. When officers make a request for either repair or replacement of Department-issued property, they shall submit a Property Replacement/Repair Request form PD [3076](#) to their respective area commander or through their chain of command. Repair and/or replacement costs shall be determined by the Property Management Section.
 - a. All request forms shall specify the circumstances of any damage or loss and will include supporting documents. An offense report will be submitted if the equipment was lost or stolen.
 - b. The request will be approved or disapproved by the respective, deputy chief, or area commander, who will note on the form before returning it to the submitting officer whether the repair or replacement is—
 - i. Acceptable loss, damage, or destruction, as required in the performance of duty, in which case the officer shall take the form to the Property/Inventory Section for reissuance of equipment; or
 - ii. Chargeable to the officer concerned because of neglect, carelessness, or misuse, in which case the officer shall make arrangements with the Property/Inventory Section to pay for the item at the price that is determined by the Property/Inventory Section.
 - c. The Property/Inventory Section will retain a copy of the property issuance/replacement form and receipt.

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K. Issuance of Equipment

1. When taking possession of newly issued or replacement issued equipment, officers will sign for the equipment on their property card.
2. Employees will report all equipment changes to the Property/Inventory Section within five working days for the purpose of updating their individual property cards.
3. Prohibition: Department-owned firearms may NOT be issued to non-APD personnel, such as to reserve officers or to Albuquerque Fire Department arson investigators who complete the APD Academy.



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N/A

L. Military Leave

1. Upon receiving military orders, which last longer than thirty (30) days, the military member will turn in department issued equipment to the Property Unit which includes:
 - a. Department Firearms
 - b. 40mm Launcher
 - c. Electronic Control Weapons
 - d. Handheld Radio
 - e. Laptop/Toughbook Computer
 - f. External Hard Drive if cases are stored on them
 - g. Body Armor
 - h. Body Worn Cameras
 - i. Department Cell Phones
 - j. Spike Belt and Stop Sticks
- b. Equipment for specialized units or collateral duty should be returned to the issuing unit.
- c. Any other property, including leather duty gear and badge, may be turned in but if retained by the individual must be stored in a secured manner.
- d. If orders to deploy for more than (30) days are received with less than 48-hours notice, the military member should coordinate with their chain of command for return of their property.
- e. The military member's gear will be held separate from general inventory whenever possible for reissuance upon their return.
- f. Upon receiving military orders for more than 14 days, but less than 30 days, the military member will park their assigned vehicle at Pino Yards, placing the keys into the appropriate drop-box, and will notify Operations Review. All property will be removed from the vehicle, personal and department owned. If the military leave is over 30 days, the assigned vehicle will be turned into Operations Review for possible re-issue.
 - i. If orders to deploy for more than two (2) weeks are received with less than 48-hours notice, the military member will coordinate with their chain of command to return the vehicle to Operations Review personnel.



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M. Return of Department-Owned Property

1. When personnel resign, are placed on physical layoff, or leave the service of the Department for any reason, they shall surrender all Department-owned property and equipment.
2. Department card keys, official identification, and commission cards will be turned in upon:
 - a. termination of employment.
 - b. issuance of a new card; or
 - c. being relieved of duty by an authorized supervisor.
3. An officer will not be allowed to retain any badges upon separation of employment.
4. An officer may not purchase a badge upon promotion or retirement unless he or she requests permission to do so, in writing, from the Chief of Police and obtains the Chief's written approval. Such approval will be contingent upon the officer signing an agreement, PD form [2044](#).

N. Purchasing Department Firearms

1. Officers who meet the following criteria will be allowed to purchase their issued duty weapon:
 - a. Officers who are preparing to retire may be eligible to purchase their current issued duty firearm upon approval from their chain of command.
 - b. Officers who have been terminated, or are facing disciplinary action that may lead to termination will not be allowed to purchase their firearm.
2. Officers eligible to purchase their firearm will follow the following instructions:
 - a. Complete PD Form [4418](#) and forward through their chain of command.
 - b. After approval is granted from the chain of command, the officer will then contact a Federal Firearms License (FFL) dealer to transfer the firearm from the Department to the officer. The officer will be responsible for the required FFL transfer fee.
 - c. If a weapon other than those indicated on PD Form [4418](#) is approved for purchase by the chain of command, an appraisal from a licensed FFL dealer is required along with the transfer.
 - d. The officer will make payment to the Property Section and the weapon will be removed from the officer's property card.
 - e. Purchase price is set and is indicated on PD Form [4418](#) as follows
 - i. For a Smith & Wesson M&P or Glock: \$250
 - ii. For Shotguns:
 - Wood Stock - \$50.00



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- Black Synthetic Stock - \$100.00

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O. Experimental Equipment

Experimental equipment will not be utilized by personnel of this Department without the permission of the Chief of Police.