

EQUIPMENT ISSUANCE, CARE, AND REPLACEMENT	Document Number	GO 801
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1. PURPOSE

The purpose of this policy is to establish the guidelines governing department issued equipment to sworn members.

2. PERSONS AFFECTED

Sworn personnel

3. POLICY

It shall be the policy of the Hawai'i Police Department that members be provided all necessary equipment for the proper performance of their duties and that such equipment shall be maintained and/or replaced when necessary.

4. RESPONSIBILITIES

4.1. Police Chief

4.1.1. The Police Chief shall have the authority to add, delete, or modify the specifications of issued equipment, as needed.

4.1.2. The Police Chief shall have the authority to equip certain members with special equipment, as required, for special assignments.

4.2. Commanding Officers

4.2.1. Responsible for overseeing the proper care and maintenance of issued equipment.

4.2.2. Ensure that all stored property and equipment under their command is in a state of operational readiness.

4.2.3. Responsible for monitoring the proper use and care of issued equipment.

4.2.4. Responsible for the recovery of issued equipment, when required.

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4.3. Officers

4.3.1. Responsible for the care and maintenance of issued equipment and to ensure equipment is in a state of operational readiness including stored property and equipment under an officer's control.

4.3.2. Responsible for replacement of lost or damaged equipment or for replacement of consumables, as necessary.

4.4. Storekeeper – Responsible for issuing new equipment to new members and for providing replacement equipment in accordance with this General Order.

4.5. Accountant IV – Responsible for arranging for the payment of equipment for any item(s) lost or damaged when not officially reported, as required.

5. PROCEDURES



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5.4. Equipment Furnished by Member

5.4.1. Members are required to furnish black shoes with rubber heels at their own expense.

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5.5.8. Members wearing dark glasses on duty shall wear only that type of glasses which:

- a. Does not change the color of objects; and
- b. Does not have mirrored lenses; and
- c. Presents a conservative and professional image.

5.6. Issuance of Equipment – Equipment shall be issued to new members by the Storekeeper, who shall keep adequate records and receipts of all such equipment issued.

5.7. Replacement Procedure – Requests for replacement of equipment shall be made on appropriate forms and submitted to the Storekeeper. Such requests shall be first submitted to the commanding officer, and if found in order, shall then be certified by him and forwarded through channels to the Storekeeper for issuance.

5.7.1. Loss or damage to uniforms and other regulation personal equipment, and to all other equipment issued by the department, shall be reported to the commanding officer in writing.

5.7.2. Except in cases of gross negligence or improper use and care on the part of the employee, furnished equipment which is damaged or which is worn out through normal wear and tear shall be repaired or replaced by the department at no cost to the employee. In cases of gross negligence or improper use and care, employees shall replace lost, stolen, or damaged equipment at their own expense as outlined in General Order 527.

5.7.3. Provided no gross negligence is involved, the department shall either reimburse the employee for the reasonable value or pay for

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the repair costs of certain items of equipment in accordance with bargaining unit contracts in effect at the time.



5.8. Recovery of Property

- 5.8.1. Within forty-eight hours prior to separation from the department of any member, the commanding officer shall recover from the member concerned all items of government property previously issued to him. Such recovered property shall be turned in to the Storekeeper.
- 5.8.2. All issued firearms, badge, and identification card shall be recovered at the end of duty on the last working day.
- 5.8.3. The Accountant IV shall require or arrange for the payment for any items that are not surrendered, accounted for, or damaged and not officially reported as required.
- 5.8.4. Commanding officers shall recover all items of government property issued to a deceased member at such time as propriety dictates and shall account for same to the Accountant IV.
- 5.8.5. Upon suspension of any sworn member, the commanding officer shall recover the member's badge and all weapons issued and shall turn them in to the Storekeeper until reinstatement. The recovered items shall be returned to the member upon reinstatement.
- 5.8.6. Whenever a member reports injured or sick for disabling stress or any mental disorder, the commanding officer shall immediately recover the member's badge and all weapons issued to the member concerned. The recovered items shall be returned to the member upon certification by a physician that the member is fit to return to full duty.