



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> Issuance & Maintenance of State Equipment and Supplies		<b>NO. OF PAGES:</b> 3
<b>REFERENCE:</b> N/A	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> N/A
General Order 007	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

**PURPOSE:** To establish policy regarding use, control, and care of University property.

**GOALS:** This department is responsible for controlling state property acquired for official University Police business. All such property is an essential and valuable resource that must be utilized in an effective and efficient manner and should be maintained in a state of operational readiness by the person or unit to which the property is assigned. The term “operational readiness” includes care and cleaning, preventative maintenance, repair, workability, and responsiveness.

### **A. Types of Equipment:**

1. Operations Equipment: Includes field equipment and support supplies such as; Radio side unit and attachments, cameras, video equipment, binoculars, and flashlights.
2. Evidence gathering and preservation items.
3. Traffic control, personnel control, and measurement items.
4. Automotive Fleet and Equipment.
5. Armament: Includes handgun, patrol rifle, shotgun, munitions.
6. Department Issued Equipment: Includes badge, System credentials, body armor, departmental insignia and patches and uniforms.
7. Guidance Material: Includes Texas Criminal & Traffic Law Manual, Code of Conduct, and other miscellaneous guidance and reference items.
8. Office Equipment.

### **B. Vehicles:**

1. University vehicles assigned to this department are for official use only. Although certain vehicles may be assigned to a specific individual or division, use of these vehicles may be diverted when necessary.
2. All personnel will use seat belts while operating or riding in department vehicles.
3. Employees are expected to apply a high standard of care in the operation of department vehicles, operating them safely within designated speed limits. A high standard of care means that a vehicle is not mistreated, driven beyond its capacity, or abused.
4. Supervisor responsibilities:
  - a. Report incidents of abuse of a department vehicle.
  - b. Insure that vehicles are maintained and kept in a professional appearance.
  - c. Investigate damage occurring to vehicles during the supervisor's tour of duty.
  - d. Insure that all drivers complete vehicle mileage reports.

5. University vehicle/automobile insurance coverage for employees and general requirements for use of vehicles is available in The Environmental Health & Safety (EHS) office.
6. Insurance card shall be maintained in the glove department of all Departmental vehicles.

### **C. Use and Care of University Property:**

1. University vehicles, equipment, property, and supplies may only be used for official University business. Improper, negligent, or willful damage of state property may be considered a violation of departmental written directives and the Code of Conduct.
2. The responsibility of care which an individual is expected to exercise can protect the employee from pecuniary liability.
3. Each employee issued or utilizing department property has a duty to care for such property and ensure that the property is safeguarded, properly handled or stored, cleaned, and used in the manner for which it was designed. Uniforms are to be cleaned or laundered according to manufacturer's instruction. For example, when directions recommend dry cleaning, such property should not be washed. Employees have the responsibility to report to their supervisor the loss, damage, destruction of property issued, or signed out by the officer.
4. Whenever property issued to, or utilized by an employee is damaged, destroyed or lost, the property manager and division commander has the responsibility to report the loss to the Chief of Police.
5. Losses due to fraudulent or unlawful conduct shall be reported to the state auditor whenever an agency head has reasonable cause to believe that such loss may have occurred. The "reasonable cause to believe" criterion is satisfied when a set of facts exist which would induce a reasonable and prudent person to believe an offense may have been committed. The following should be considered prior to reporting an incident:
  - a. The basis of the belief should be more than mere suspicion.
  - b. The entity should be able to point to particular facts that support belief that a loss may have occurred as a result of fraud or unlawful conduct.
  - c. It is not necessary that probable cause be established or that a suspect be identified.

### **D. Checking Out Equipment / Supplies from the Procurement Office:**

1. Expendable supplies are items which do not have to be returned to procurement such as paper stock, film, rubber gloves, batteries, etc.
2. Non-expendable supplies are items that are reusable on a continual basis and include equipment such as hand held radios, uniforms, etc.
3. All equipment and supplies issued out of the procurement office must be signed for by the receiving person by legible printing his/her name and employee number and affixing his/her normal signature on the designated form. When the employee returns non-expendable equipment, the procurement employee will sign for it by legibly printing his/her name and affixing his/her normal signature on the form. This will indicate the item(s) were returned by the employee who checked them out.

### **E. Issuance of Property and Equipment:**

The procurement office will assemble and issue equipment for cadets.

Employees who are transferred into or out of a position which requires the issuance of specialized equipment are required to process through the procurement office within five (5) workdays after the effective date of assignment.

1. Employees will be furnished a clothing requisition form for all items issued from the uniform supply company. The individual will sign for all items and ensure that the sizes are correct at the time of issuance by the clothing supply company. A copy of the form will be

sent to the procurement office by the clothing supply company to be filed in the individual's permanent equipment issue file.

**F. Return of Issued Property and Equipment at Separation:**

1. Upon separation of employment, all issued property and equipment must be returned. An inventory audit will be conducted and a clearance form will be completed. All clothing is to be cleaned and made ready for re-issue before return. Failure to return all issued items may result in the retention of the final paycheck.

**G. Supervisor Responsibilities:**

1. Responsible for informing all employees of the contents of this policy letter and periodic documented inspections of issued equipment.

APPROVED:

\_\_\_\_\_  
Roger Byars  
Chief of Police

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Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

