

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department of Police Services Personnel
Subject: Repair of Equipment Located in the Police Equipment Room
Directive Number: 2008-02
Date: December 18, 2019
Amends/Supersedes: January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

This directive sets forth procedures for the repair of equipment located in Police Services building room 116 (Police Equipment room) as well as outlines effective and timely procedures to ensure that the equipment is repaired. This procedural directive also establishes the position of Equipment Room Officer who shall be responsible for the maintenance, inventory and tracking of equipment inside the equipment room.

II. Procedures:

An equipment repair request form has been developed to assist officers with the timely repair of equipment (except firearms and intermediate force equipment) located in the equipment room. The assigned equipment room officer will be responsible for ensuring the equipment is repaired and keep track on the repair status of the equipment.

Attached to this procedural directive is the equipment repair request form for equipment stored in room 116 (Equipment room). The form will be located in the equipment room in the cabinet labeled "Equipment Repair Form." The equipment repair form will duplicate a second form when written on and is to be used for all equipment located within the equipment room. Officers will not use this form for the repair of firearms or intermediate force weapons. Officers shall refer to Policy/Procedure Number: 08-L.E.-012 for correct procedures for handling firearm and intermediate force weapon repairs.

Officers who discover equipment that is in need of repair will complete the equipment repair form and attach the form with clear adhesive tape to the

equipment and place in the cabinet marked, "B/O Equipment." Officers shall then place a copy of the form into the equipment room officer's mailbox. Officers are advised to give the best description possible of the problem with the equipment if it is not immediately apparent. Supervisors will ensure spare equipment is issued to the officer if available.

Spare radios are kept in the countertop charging units and/or cabinet labeled, "Spare Radios." If no spare radios are available then the supervisor should issue another officer's radio that is stored in the equipment room for the shift. Spare flashlights are also available for issuance.

The assigned Equipment Room Officer will be responsible for checking the, "B/O cabinet" daily on his/her regular shift. If the equipment room officer is away on leave for an extended period of time (over two weeks) the Day Watch Shift Supervisor will assume responsibility for the equipment room.

When the Equipment Room Officer becomes aware of equipment in need of repair he/she will be responsible for ensuring the equipment is repaired by forwarding a copy of the equipment repair request to the department/unit responsible for maintenance of the specific equipment and to coordinate with that department/unit to ensure the equipment is fixed in a timely manner. Currently the following department/units are responsible for the repair of equipment:

- Radio, Parking Ticket Writer, UbiDuo, AED - IT Support Technician
- Keys & Flashlights - Day Watch Shift Supervisor
- PAS, Radar and Lidar - Motor Unit
- Weapons – DPS Lead Rangemaster
- All other inoperable equipment is to be reported to the Captain-Special Services' assistant who assists with department inventory control.

The Equipment Room Officer will be responsible for following up with the department/unit on the status of equipment that has not been repaired in a timely manner (4-6 weeks). If equipment has not been repaired in that time, the equipment room officer shall forward a memo to their respective Patrol Operations Commander of the current status of the equipment and reasons for the delay. The Equipment Room Officer will keep track of the equipment being repaired and their status by keeping a folder with the current status of the equipment. That folder will be kept in the equipment room available to the Day Watch Shift Supervisor.

Upon return of the equipment from repair the department/unit shall notify the Equipment Room Officer of the repair and the Equipment Room Officer will ensure the equipment is made ready for deployment. In addition the Equipment Room Officer will be responsible for weekly inventory checks of equipment in the equipment room. A weekly equipment room inventory sheet will be completed by the Equipment Room Officer and submitted to the day watch Patrol Operations Commander.

The Equipment Room Officer is not responsible for the calibration of equipment (Lidar/PAS). Questions concerning calibration records should be made to the Traffic Safety Unit Supervisor.