

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 7.03
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; February 25, 2020
CHAPTER: Patrol		Related Policy: G.O. 1.05 (Authorized Weapons, Ammunition, and Carrying Devices), G.O. Chapter 5 (Fiscal Management and Agency-owned Property)
SUBJECT: Issued Patrol Equipment		Related Laws:

POLICY: It is Sheriff's Office policy that only authorized items of equipment will be carried, displayed, or used by employees of the Sheriff's Office; will be used according to policy, procedure, and rules for its intended purpose; shall not be abused, damaged, or lost; and must be maintained in proper order.

RULE:

1. Employees shall make prudent use of Sheriff's Office resources for the successful completion of their assigned tasks and shall not request unnecessary expenditures.
2. Damage or malfunction must be reported to the appropriate supervisor.
3. Employees who receive equipment shall be responsible for the repair or replacement of those items, if it is determined that the repair or replacement was required due to their failure to provide proper care for the item.

PROCEDURE:

I. Hand Set Portable Radios

- A. Hand set radios will be issued to Police Services personnel, or other authorized LCSO personnel as determined by the Police Services Lieutenant. This equipment will be issued by the radio technician.
- B. Patrol personnel may check out a hand set radio from the reserve radios in main office. Radios will be returned to the charger unit at the end of the duty shift. The field supervisor may designate checkout priorities.
- C. Other authorized police personnel may check out a hand set radio, but only with the authorization of the field supervisor or Lieutenant.
- D. A leather carrying case should be used by uniformed personnel to help prevent loss or damage of radios.

II. Obtaining Flares and Batteries

- A. Deputies in need of flares or flashlight batteries shall make such request to the field supervisor who shall be responsible for issue.
- B. The Sheriff's Office flares are stored in a shed at the County shops. Supervisors will coordinate access for issue.
- C. Batteries are kept in the Fiscal/Stores Section at the Courthouse. Sergeants needing batteries need to obtain them on day shift or leave a request so the batteries can be left for them.

III. Special Weapons

The Sheriff's Office has access to automatic weapons. The Sheriff, Chief Deputy or the Police Services Division Captain is the authorizing authority for the use of these weapons.

IV. Mobile Data Computers (MDTs)

- A. MDTs are assigned to command staff and Police Services personnel.
- B. The use and care of MDTs will be consistent with training and user level policy.

V. Chemical Agents

- A. May be issued to certified staff.
- B. Re-fills may be issued by the stores clerk or supervisor.