



CRYSTAL POLICE DEPARTMENT

NO. 3.1

TITLE: EQUIPMENT USE
NUMBER: 3.1
DATE: December 11, 2014
NO. PAGES: 1

PURPOSE

To ensure equipment is used in a safe, efficient, and productive environment.

SCOPE

All Police Department Employees.

POLICY

Employees are responsible for all city equipment and supplies issued to them or utilized and shared by all employees. They shall use all equipment in the prescribed manner and shall not abuse, neglect or carelessly treat same. Any undue wear and tear on equipment and supplies shall be the responsibility of the employee to whom it was assigned.

Employees shall promptly report to their supervisor all needed repair and maintenance required of equipment. Damaged or missing equipment shall be reported immediately to the employee's supervisor.