



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



City-Owned Property - Use and Care

Eff. Date **12/01/2023**

Members of the Madison Police Department (MPD) are responsible for the care of departmental property assigned to their use or keeping and shall promptly report to a supervisor, or to the issuing authority, the loss of, damage to, or unserviceable condition of such property.

City-owned equipment, assigned to an individual employee for duty use, shall be returned to the commander of the responsible unit, or their designee at the conclusion of the assignment. Other employees are not authorized to take another individual employee's assigned equipment.

Member Responsibilities upon Separation from Employment

MPD members separate from employment via the following separation methods:

- Retirement
- Resignation
- Termination

All sworn law enforcement personnel members separating their employment from the Madison Police Department, regardless the circumstances (refer to list above if applicable), shall provide proper notification to affected functional areas (i.e., Special Weapons and Tactics (SWAT), Special Events Team (SET), Drone Team, etc.) and shall account for all Department-issued property. The required Department-issued property to be turned in upon separation from employment will be determined by either the Pre-35 Year Employment Resignation form or the Retirement/Post-35 Year Employment Resignation form (located on the MPD's intranet site).

Pre-35 Year Employment Resignation Uniform Account items shall also be turned in. Footwear will not be required to be returned unless ordered and/or received within the last three (3) months of employment.

The commander of the separated employee will obtain the applicable resignation/retirement equipment form from the intranet and schedule a date with the employee to turn in their equipment. Separating members, or in the case of termination, the Commander of the terminated member, shall contact the Captain of Training or designee to request a copy of their assigned equipment list(s) and to schedule a date to turn in their equipment. The Commander or the Captain of Training or designee shall contact PD Purchasing will send a to request a copy of the separating member's uniform account purchases to the separating member's commander. The separated employee member shall turn in all required Department property/equipment assigned to them by the last day worked as listed on the member's separation record.

When City-owned equipment is made available for sign out, all specific procedures for the use of that equipment shall be followed. No City-owned equipment available for check-out shall be stored in such a way that prevents other qualified personnel from accessing and using the equipment. If extended exclusive use is necessary, it must be approved by a commander.

Members of MPD shall not use any City property for private purposes unless prior permission is first obtained from a commander.

Any member found responsible for willful or negligent destruction or loss of City property may be subject to disciplinary action.

Understanding that property provided by the City is done so to aid and assist employees in the performance of their duties, it should be noted that the City retains exclusive rights over these items. Property such as City-issued cell phones, desks, lockers, offices, vehicles, cabinets, drawers, and closets do not offer or confer on the individual employee absolute privacy rights. Thus, these property items can be subject to entry, search, and inspection by MPD without notice.

Original SOP: 03/13/2015
(Revised: 08/04/2015, 03/01/2016, 12/28/2021, 12/01/2023)
(Reviewed Only: 01/09/2017, 12/26/2017, 01/31/2020)