



Sheridan Police Department
Policies and Procedures
17.5 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 5 – Department Equipment

Date: January 1, 2013
Revised: 02/09/2022

Signature:

A handwritten signature in blue ink, appearing to read "T. K. M.", is written over a horizontal line.

17.5.1 Department Equipment

- A. Employees will use department equipment only for its intended purpose in accordance with established procedures and will not abuse, damage, modify or lose that equipment. They will maintain all equipment assigned to them in good condition. Employees will not convert department equipment to their own property.
- B. Employees will immediately report any damage to department property or equipment assigned to them. In addition, employees will report any inoperative, defective, or hazardous equipment that comes to their attention.
- C. Employees who lose a department issued weapon, police badge, police identification card, key, key card, police radio, or assigned computer will immediately report such loss to their supervisor. Loss of any other department equipment will be reported to the supervisor in writing by the end of shift.
- D. Losing, damaging, or wasting department property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. Equipment damaged by an employee while in the line of duty shall be reported in writing to the employee's immediate supervisor.
- E. The supervisor will investigate the loss or damage of any issued equipment and prepare a written report including his or her findings and recommendations for replacement of the items.
- F. If it is determined that the employee was negligent in the loss or damage of departmental equipment, the employee may be required to reimburse the department for all or part of the cost of the item(s).
- G. Employees shall not permanently mark issued equipment with initials or personal marks.
- H. The police property manager is responsible for dispensing police equipment.
- I. To replace worn or damaged equipment, employees shall notify the property manager through the chain of command.
- J. Employees will turn in all department equipment assigned to them as directed. Upon termination of employment, all department owned property in an employee's possession will be promptly returned prior to receipt of the employee's final paycheck.
- K. Any unit that stores specialized equipment must have the equipment in operational readiness and that equipment must be inspected on a regular basis.
- L. Equipment that is available for use by all department members shall be promptly returned after use and no later than the end of shift.

- M. The patrol operations lieutenant shall maintain a centralized log in the department's computer system titled SPD OFFICER EQUIPMENT LOG. The log will be maintained by sergeants or higher. Officer shall not have access to edit the log. The log will be updated when:
1. A new officer is hired and initially issued equipment.
 2. Equipment is found to be damaged or lost and needs to be re-issued.
 3. Twice a year (January, and June) patrol sergeants will visually conduct an inspection of all their shift member's equipment to ensure they have the correct
 4. An officer separates from the department equipment will be turned in directly to a sergeant who will document in the SPD OFFICER EQUIPMENT LOG that the equipment was turned in, and where the sergeant left that equipment.

17.5.2 Firearms Cleaning

- A. Personnel will have clean firearms.
- B. Supervisors should conduct periodic inspections to determine firearm conditions.

17.5.3 Identification Cards

- A. Officers will be issued official photo identification cards by the department through the Wyoming Department of Transportation Driver Services Division.
- B. Identification cards shall meet the requirements of United States Code Title 18, Section 926B authorizing concealed carry of firearms in other jurisdictions.
- C. Identification cards shall not be altered, transferred, exchanged, or loaned.
- D. Department members shall not use another member's badge or identification card, nor shall they permit any person to use their badge or identification card.
- E. Officers assigned to duties not requiring the wearing of the police uniform shall be prompt to display their badge and to verbally identify themselves when the necessity arises.
- F. Officers shall at all times while on duty carry their badge and identification card with them, or have them readily available except when not practical because of special assignment.