



2-2 DEPARTMENT PROPERTY

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-1 Uniforms
- 2-3 Firearms and Ammunition Authorization
- 3-23 Retirement Observance

B. Form(s)

- PD 3076 Property Replacement/Repair Request Form
- PD 4418 Badge/Weapon Purchase Request Form
- PD 4428 Civilian Personnel Clearance Form
- PD 4429 Sworn Personnel Clearance Form

C. Other Resource(s)

- City of Albuquerque Administrative Instruction (AI) Number 6-2 Disposition of Surplus Property, Salvage Property, and Scrap Property
- City of Albuquerque Administrative Instruction (AI) Number 6-4 Capitalization of City Assets
- PeopleSoft Company Property Database

D. Rescinded Special Order(s)

None

2-2-1 Purpose

The purpose of this policy is to ensure that Albuquerque Police Department (Department) personnel are properly equipped to do their jobs effectively, efficiently, and safely.

2-2-2 Policy

The purpose of this policy is to outline procedures and guidance for the receiving, issuance, inventory, audit, transfer, and salvage of Department property.

N/A 2-2-3 Definitions

A. Department Property

An item that is in the Department's possession that is non-expendable, as determined by City AI No. 6-4.

B. Legal Hold



A hold that is placed by Property Unit personnel on an officer's Department-issued electronic devices and firearms when they leave the Department. The hold is placed until the Department-issued electronic devices and firearms have been cleared by the Compliance Division of the City Attorney's Office for re-issuance.

7 2-2-4 General Responsibilities

A. Property Unit personnel shall:

N/A

1. Wear a Department-approved uniform consisting of tactical/battle dresses uniform (BDU) pants and polo shirt, consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
 - a. The Property Unit issues a yearly allowance or voucher(s) to Property Unit personnel for the purchase of uniforms.
2. Be responsible for the general oversight of the Department's equipment and supply function;
3. Obtain quotes and other information necessary to ensure the Department uses the most cost effective alternatives when planning for expenditures;
 - a. Property Unit personnel shall submit the quotes and relative information to Fiscal Division personnel for approval and processing.
4. Complete regular inventory checks; and
 - a. The Property Unit closes on the last business day of every month and the last week of the fiscal year to conduct audits and inventories.
 - b. The Property Unit is available for emergency-type requests.
5. Complete regular audits.
 - a. The Property Unit closes on the last business day of every month and the last week of the fiscal year to conduct audits.
 - b. The Property Unit is available for emergency-type requests.

7 2-2-5 Requests and Purchases

A. Requests

Department personnel shall notify the Property Unit when ordering Department property.

B. Purchases



1. Whenever feasible, purchases made by the Department are received by Property Unit personnel at the Law Enforcement Center at 400 Roma Avenue Northwest, Albuquerque, New Mexico 87102.
 - a. Department personnel shall not have personal mail sent to the Department.
2. When Department personnel use a City Purchasing Card (P-Card) to purchase non-consumable property that needs to be added to an employee's property card (e.g., specialized equipment, computer, smartphone accessories), it is the responsibility of the employee to contact Property Unit personnel to have the items added to their property card.
3. After tagging and entering items into the inventory database, Property Unit personnel shall notify the employee to pick-up items at Property Unit.
4. Department personnel who are authorized to purchase firearms must have them shipped directly to the Property Unit to ensure Property Unit personnel can input the serial numbers into the PeopleSoft Company Property database.

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C. Purchasing Department Firearms Upon Retirement

1. Sworn personnel who meet the following criteria are allowed to purchase their Department-issued firearm(s).
 - a. Sworn personnel who have been terminated or are facing disciplinary action that may lead to termination are prohibited from purchasing their firearm.
 - b. Sworn personnel who are preparing to retire are eligible to purchase their current Department-issued firearm upon approval from their chain of command and who are eligible to purchase their firearm(s) shall complete the following procedures:
 - i. The officer shall forward a completed Badge/Weapon Purchase Form through their chain of command;
 - ii. The officer shall contact a federally-licensed firearms dealer to transfer the firearm from the Department to the officer after the approval is granted from the chain of command. The officer shall be responsible for the required transfer fee;
 - iii. The officer shall obtain an appraisal from a federally-licensed firearms dealer to provide along with the Badge/Weapon Purchase Form if a firearm other than those indicated on the Badge/Weapon Purchase Form is approved for purchase by the chain of command;
 - iv. The officer shall make the payment directly to the Property Unit;
 - v. Property Unit personnel shall remove the firearm from the officer's property card; and
 - vi. The purchase price is set and is indicated on the Badge/Weapon Purchase Form.

7 2-2-6

Issuance and Maintenance



A. Issuance

1. The Property Unit Manager shall maintain a list of all Department-issued property and to whom the property was assigned.
2. Property Unit personnel shall issue personnel the necessary equipment to properly perform their assigned duties.
3. Property Unit personnel shall not issue Department-owned firearms to non-Department personnel.
- 6 4. Department personnel shall:
 - a. Be responsible for the Department property issued to them;
 - b. Sign for the equipment on their property cards when taking possession of newly-issued property or property that is replaced;
 - c. Report all property changes to the Property Unit within five (5) working days in order for Property Unit personnel to update the employee's property card; and
 - d. When issued a Department vehicle, carry the following equipment including, but not limited to:
 - i. Less-lethal shotgun;
 - ii. First aid kit;
 - iii. Fire extinguisher;
 - iv. Emergency blankets; and
 - v. Road flares.
5. All uniformed sworn personnel shall carry, at a minimum the following items while on-duty:
 - a. A duty firearm with an attached flashlight;
 - b. Leather gear, consistent with SOP Uniforms, which includes:
 - i. Equipment belt, two (2) inches wide, basket weave leather or synthetic;
 - ii. Holster with the required manual retention device;
 - iii. Handcuff case, open or closed type;
 - iv. Ammunition magazine carriers;
 - v. Chemical agent holder;
 - vi. Flashlight holder; and
 - vii. Belt keepers.
 - c. A flashlight;
 - d. Electronic control weapon (ECW);
 - i. When an ECW fails or malfunctions and the Property Unit is closed, uniformed sworn personnel shall replace their ECW at the Metropolitan Forensic Science Center (MFSC).
 - e. An expandable baton and holster;
 - f. Handcuffs;
 - g. Handcuff key;



- h. At least two (2) additional authorized ammunition magazines filled to capacity with Department authorized ammunition;
- i. Oleoresin capsicum (OC) spray; and
- j. Badge.

B. Body Armor

- 1. Property Unit personnel and the body armor vendor will keep a list of dates the body armor expires and shall coordinate with the employee to get it replaced.
- 2. Department personnel who are issued body armor shall notify Property Unit personnel ninety (90) days prior to its expiration, which is five (5) years from the manufacture date on the body armor.
- 3. During the transition to new body armor, Property Unit personnel shall provide the employee with temporary, unexpired body armor.
- 4. Property Unit personnel shall contact the employee when the new body armor arrives.
 - a. Department personnel shall pick up their new body armor in a timely manner.

C. Department personnel shall turn in their Department-issued body armor, rifle plates, and tactical carriers to the Property Unit when they separate from the Department.

D. Department-Issued Cell Phones

- 1. An employee shall seek their chain of command's approval for a Department-issued cell phone.
- 2. The employee's direct supervisor shall seek the chain of command's approval to issue their employee a Department-issued cell phone.
- 3. The employee shall submit their cell phone request to Tech Services Unit personnel at APDhelpdesk@cabq.gov.
- 4. Department of Technology and Innovation (DTI) personnel shall:
 - b. Be responsible for ordering the cell phone;
 - c. Obtain the proper signatures;
 - d. Ensure that City processes on cell phone list are followed;
 - e. When the phone arrives, promptly call the employee; and
 - f. Send an email to Property Unit personnel and copy the employee in their email to advise that a cell phone has been assigned.

- 5. The employee shall:



- a. Make arrangements with DTI personnel to pick up the cell phone;
 - b. Ensure that the cell phone is tracked on their property card through PeopleSoft.
6. If an employee needs to replace their Department-issued cell phone, they shall follow the process outlined in this Standard Operating Procedure (SOP).
7. When an employee is separating from the Department, they shall:
- a. Go to DTI to log out of the Apple ID software; and
 - b. Physically turn in the cell phone to Property Unit personnel.
 - i. DTI personnel shall sign off on the City of Albuquerque Employee Clearance Form.
8. When an employee separates from the Department, Property Unit personnel shall follow City Legal's hold processes.
- a. Property Unit personnel shall hold all electronics and firearms as determined by the City Legal.

E. Department-Issued Laptops

1. DTI personnel shall:
 - a. Work directly with Academy Division personnel when assigning laptop computers to cadets;
 - b. Be responsible for sending an email to the Property Unit with the laptop serial numbers and who they were assigned to;
 - 6 c. When an employee receives a new or replacement laptop, send an email to the Property Unit and copy the employee in their email to advise of the new equipment;
 - d. If DTI provides any type of loaner equipment, it does not have to go to the Property Unit. DTI shall track the process.
 - e. DTI determines when an employee will keep the computer permanently, DTI shall send an email to Property Unit and cc the employee.
2. DTI personnel shall not issue or reissue grant-funded computers (yellow tags) without the permission of the Planning Division's Grants Unit personnel.
- 6 3. The employee shall:
 - a. Be responsible for contacting the Property Unit to ensure their permanent Department-issued laptop is tracked on their property card;
 - b. When they separate from the Department, physically turn in their Department-issued laptop to the Property Unit; and
 - c. Not move their desktop computer from their original location.
4. The Property Unit shall follow City Legal's hold processes.



F. Repairs and Replacements

1. When Department personnel make a request to repair or replace their Department-issued property, they shall submit a Property Replacement/Repair Request Form through their chain of command. Repair and/or replacement costs shall be determined by Property Management Section personnel.
 - a. All request forms shall specify the circumstances of any damage or loss and will include supporting documents. A Uniform Incident Report shall be submitted for lost or stolen equipment.
 - b. The request shall be approved or denied by the respective Deputy Chief or Area Commander.
 - c. The Deputy Chief or Area Commander shall note on the Property Replacement/Repair Request Form whether the repair or replacement is either:
 - i. An acceptable loss, damage, or destruction, as required in the performance of duty, in which case the officer shall take the completed form to the Property Unit for reissuance of equipment; or
 - ii. If chargeable to the officer because of neglect, carelessness, or misuse, the officer shall make arrangements with Property Unit personnel to pay for the item at the price determined by the Property Unit.
 - d. Property Unit personnel shall retain a copy of the Property Replacement/Repair Request Form and a receipt.
2. When Department personnel have their Department-issued property damaged or stolen, they shall contact their chain of command for immediate replacement of those items that are necessary for them to function in their particular job.
 - a. Department personnel are issued replacement property or loaned property on a temporary basis.
 - b. Property Unit personnel shall track property that is loaned to Department personnel.
3. Upon issuance of a new firearm, the officer must complete the New Mexico Department of Public Safety (NMDPS) daylight and low light qualification prior to returning to duty with that firearm, consistent with SOP Firearms and Ammunition Authorization (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties).

N/A

G. Leave

N/A

1. Military
 - a. Upon receiving military orders that last longer than thirty (30) days, sworn personnel shall return their Department-issued property to the Property Unit, including:
 - i. Department-issued firearm(s);



- ii. 40-millimeter launcher;
 - iii. ECW;
 - iv. Portable handheld radio;
 - v. Laptop/Toughbook computer;
 - vi. External hard drive, if criminal cases are stored on them;
 - vii. Body armor;
 - viii. On-body recording device(s) (OBRD);
 - ix. Leather gear;
 - x. Badge;
 - xi. Department-issued cell phones; and
 - xii. If applicable, their spike belt and/or Stop Sticks.
- b. An officer who was issued property for specialized units or sworn personnel who are on collateral duty shall return the property to the issuing unit.
 - c. If the officer's orders to deploy for more than thirty (30) days are received within less than forty-eight (48) hours' notice, they shall coordinate with their chain of command for return of their property.
 - d. Whenever possible, Property Unit personnel shall hold separately the officer's gear and applicable vehicle property items from the general inventory for reissuance upon their return.

2. Administrative Leave

- a. Operations Review shall coordinate the collection of all Department property and turn it in to the Property Unit.

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H. Return of Department-Issued Property

- 1. When personnel separate from the Department, they shall surrender all Department-issued property and equipment.
 - a. Personnel shall schedule an appointment with Property Unit personnel prior to their last day of service.

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- 2. When firearms are being turned in to the Property Unit, regardless of the reason, the officer shall ensure the firearm chamber is clear and in the lock-back position. The officer must clearly show Property Unit personnel that this has been completed prior to turning over the firearm.

N/A

- 3. If sworn personnel intend to purchase a badge upon promotion or retirement, they must receive written permission from the Chief of Police (refer to SOP Retirement Observance for sanction classifications and additional duties).

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2-2-7 Surpluses and Transfers/Salvages of Department Property

A. General Procedures

- 1. Property Unit personnel shall adhere to City AI No. 6-2.



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2. The Fixed Asset Liaison shall be the Property and Fixed Assets Manager. The Property Disposal Officer shall be the Property Warehouse Supervisor.
3. Department personnel who request to initiate a request for surplus, salvage, or scrap must complete the Property Replacement/Repair Request form in PeopleSoft.
 - a. A printed copy of the form should be mailed to the Property Disposal Officer. The Property Disposal Officer shall determine if City property is surplus, salvage, or scrap.
4. If the City property is considered surplus and it is not being transferred to another department, the following steps shall be followed:
 - a. The Department employee (requestor) shall take pictures of the City property, provide a description of the items to be auctioned, and a point of contact information.
 - b. Serial numbers, and model numbers shall be used to identify the items being transferred or salvaged.
 - c. The Property Disposal Officer shall post it on the public surplus auction website (<https://www.publicsurplus.com/sms/browse/home>) for the required number of days. If there are any questions, the Property Disposal Officer shall send the questions to the Department personnel who requested the items be salvaged for their responses.
 - d. If the City property is sold, the Property Disposal Officer shall provide the requestor with the contact information and they shall coordinate with the bidder for pick-up.
 - e. The Department employee (requestor) must have the winning bidder sign the PeopleSoft form, obtain a copy of their driver's license and a copy of the winning bidder's driver's license and have them sign the PeopleSoft form.
 - f. If the City property is not sold and it has been listed three (3) times, the Property Disposal Officer shall notify the Department employee (requestor). The Department employee (requestor) shall be responsible for disposing of the City property.



2-2 DEPARTMENT PROPERTY

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-1 Uniforms
- 2-3 Firearms and Ammunition Authorization
- 3-23 Retirement Observance

B. Form(s)

- PD 3076 Property Replacement/Repair Request ~~Form~~ Form
- PD 4418 ~~Badge/Weapon Purchase Request Form~~
- PD 4428 ~~City of Albuquerque, Albuquerque Police Department Civilian Personnel Clearance~~ Form
- PD 4429 ~~City of Albuquerque, Albuquerque Police Department Sworn Personnel Clearance Form~~

C. Other Resource(s)

- City of Albuquerque Administrative Instructions (AI) Number ~~AI NO: 6-2~~
- ~~Disposal~~ Disposition of Surplus Property, Salvage Property, and Scrap Property ~~City's~~
- City of Albuquerque Administrative Instructions (AI) Number ~~AI NO: 6-4~~ Administrative
- ~~Instruction No. 6-4~~ Capitalization of City Assets
- PeopleSoft Company Property Database

D. Rescinded Special Order(s)

None

2-2-1 Purpose

The purpose of this policy is to ensure that ~~all~~ Albuquerque Police Department (Department) personnel are properly equipped to do their jobs effectively, efficiently, and safely.

2-2-2 Policy

The purpose of this ~~is~~ policy is to outline ~~is to provide~~ procedures and guidance for the receiving, issuance, inventory, audit, transfer, and salvage of Department property.

N/A 2-2-3 Definitions

~~Consumables~~



~~A commodity that is intended to be used up, depleted and replenished relatively quickly and require regular replacement.~~

A. Department Property

~~An item that is in the Department's possession that is are includes all non-expendable property, as determined by the City's Administrative Instruction AI No. 6-4.~~

~~Fixed Assets~~

~~Any non-expendable property item that has a purchase value of five thousand dollars (\$5,000.00) or more. All fixed assets are assigned a City tag by the Department of Finance and Administrative Services (DFAS).~~

B. Legal Hold

~~A hold that is placed by Property Unit personnel on any officer's Department-issued electronic devices and firearms by Property Unit personnel. When sworn personnel they leave the Department, the hold is placed, the Property Unit shall hold any electronic devices and firearms which that were issued to sworn personnel them is held until it the Department-issued electronic devices and firearms have been cleared by the Compliance Division of the City Attorney's Office for re-issuance by the Compliance Division of the City Attorney's Office.~~

~~A. Consumables~~

~~A. Commodities that are intended to be used up relatively quick and require regular replacement~~

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2-2-4 General Responsibilities

A. Property Unit personnel shall:

N/A

1. Wear a Department-approved uniform consisting of tactical/battle dresses uniform (BDU) pants and polo shirt, consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
 - a. The Property Unit issues a yearly allowance or voucher(s) to Property Unit personnel for the purchase of uniforms.
2. Be responsible for the general oversight of the Department's equipment and supply function;



3. Obtain quotes and other information necessary to ensure the Department uses the most cost effective ~~ness~~ alternatives when planning for expenditures; ~~s.~~

a. Property Unit personnel shall submit ~~t~~The quotes and relative information ~~are~~ ~~sent to the~~ Fiscal Division personnel for approval and processing. ~~;~~
Uniform

4. Complete regular inventory checks; and

a. The Property Unit ~~is closes~~ ~~es~~ on the last business day of every month and the last week of the fiscal year to conduct audits and inventories.

b. The Property Unit is available for emergency-type requests.
Inventory

~~Regular Audits shall be completed by Property Unit personnel. The Property Unit closes on the last business day of every month and the last week of the fiscal year to conduct inventories~~

5. Complete regular audits.

a. The Property Unit ~~is closes~~ ~~es~~ on the last business day of every month and the last week of the fiscal year to conduct audits.

b. The Property Unit is available for emergency-type requests.

Audits

7 2-2-5 Requests and Purchases

A. Requests

Department personnel shall notify the Property Unit when ordering Department ~~P~~property ~~e~~Equipment/non-consumables.

B. Purchases

1. Whenever feasible, purchases made by the Department are received by Property Unit personnel at the ~~L~~Law Enforcement Center at 400 Roma Avenue Northwest, Albuquerque, New Mexico 87102.

~~3.~~ Department personnel shall not have ~~No~~ personal mail ~~shall be sent~~ sent to the Department ~~address.~~

a.

6 2. When Department personnel use a City ~~P~~Purchasing Card (P-Card) to purchase non-consumable ~~items~~ property that needs to be ~~put on~~ added to an employee's ~~property card~~ property card, (i.e., e.g., specialized equipment, computer, smartphone accessories), it is the responsibility of the



~~requester~~ employee to contact ~~the~~ Property Unit personnel to have the items listed on ~~added to their property card.~~

3. ~~After tagging and entering items into the inventory database, Property Unit personnel shall~~ ~~The Property Unit shall tag (if applicable) items that are received, and enter the items and tag number into the inventory database~~ notify the end-user employee to pick-up items at Property Unit.

~~Property Unit personnel shall notify the end user to pick up items that are received at the Property Unit.~~

4. Department personnel who are authorized to purchase firearms ~~(Someone)~~ must have them shipped ~~a~~ ~~All firearms must be shipped~~ directly to the Property Unit to ensure ~~so that~~ Property Unit personnel ~~may~~ can input the serial numbers into the PeopleSoft Company Property database.

C. Purchasing Department Firearms Upon Retirement

1. Sworn personnel who meet the following criteria are allowed to purchase their Department-issued ~~duty weapon~~ firearm(s).

a. Sworn personnel who have been terminated, or are facing disciplinary action that may lead to termination ~~shall not be allowed to~~ are prohibited from purchasing ~~e~~ their firearm.

~~Sworn personnel who are preparing to retire are eligible to purchase their current Department-issued ~~duty~~ firearm upon approval from their chain of command; and~~

~~Sworn personnel who have been terminated, or are facing disciplinary action that may lead to termination shall not be allowed to purchase their firearm.~~

b. ~~Sworn Personnel~~ who are eligible to purchase their firearm(s) shall complete the following procedures:

i. ~~The officer shall forward a ~~C~~ completed ~~the~~ Badge/Weapon Purchase Form and forward it through their chain of command;~~

ii. ~~The officer shall then contact a federally-licensed firearms dealer, ~~Federal Firearms License (FFL) dealer~~ to transfer the firearm from the Department to the officer after the approval is granted from the chain of command. The officer shall be responsible for the required ~~FFL~~ transfer fee;~~

iii. ~~The officer ~~(Someone)~~ shall obtain ~~A~~ an appraisal from a federally-licensed firearms ~~FFL~~ dealer to ~~(something)~~ provide along with the Badge/Weapon Purchase Form ~~transfer~~ if a firearm other than those indicated on the Badge/Weapon Purchase Form is approved for purchase by the chain of command;~~

iv. ~~The officer shall make the payment directly to the Property Unit;~~

v. ~~Property Unit personnel shall remove the firearm from the officer's property card; and~~

~~The purchase price is set and is indicated on the Badge/Weapon Purchase Form ~~as follows:~~~~



- ~~— For a Smith & Wesson M&P or Glock: two hundred and fifty dollars (\$250);~~
- ~~— For Shotguns:~~
 - ~~— Wood Stock: fifty dollars (\$50.00); and~~
- vi. ~~Black Synthetic Stock: one hundred dollars (\$100.00).~~

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2-2-6 Issuance and Maintenance

A. Issuance

1. The Property Unit Manager shall maintain a list of all Department-issued equipment property and to whom the equipment property was assigned.
2. Property Unit personnel shall issue personnel the necessary equipment to properly perform their assigned duties.
3. Property Unit personnel shall not issue Department-owned firearms shall not be issued to non-Department personnel.

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4. Department personnel shall:
 - a. ~~shall~~ Be responsible for the Department property issued to them;
 - b. Sign for the equipment on their property cards when taking possession of newly-issued equipment property or equipment property that is replaced;
 - c. Report all equipment property changes to the Property Unit within five (5) working days for the purpose of updating their individual in order for Property Unit personnel to update the employee's property cards; and
 - ~~— When issued a Department vehicle, a Department-owned firearms shall not be issued to non-Department personnel.~~
 - d. If Department personnel are issued a Department vehicle they shall carry the following equipment including, but not limited to:
 - i. Less-lethal shotgun;
 - ii. First aid kit;
 - iii. Fire extinguisher;
 - iv. Emergency blankets; and
 - v. Road flares.
5. All uniformed sworn personnel shall carry, at a minimum the following items while on-duty:
 - a. A duty firearm with an attached flashlight;
 - b. Duty I Leather gear, consistent with SOP Uniforms, which includes:
 - i. Equipment belt, two (2) inches wide, basket weave leather or synthetic;
 - ii. Holster with the required manual retention device;
 - iii. Handcuff case, open or closed type;



- iv. Ammunition magazine carriers;
- v. Chemical agent holder;
- vi. Flashlight holder; and
- vii. Belt keepers.
- c. A flashlight;
- d. Electronic control weapon (ECW);
 - i. When an ECW fails or malfunctions and the Property Unit is closed, uniformed sworn personnel shall replace their ECW at the ~~Crime Lab~~ Metropolitan Forensic Science Center (MFSC).
- e. An expandable baton and holster;
- f. Handcuffs;
- g. Handcuff key;
- h. At least two (2) additional authorized ammunition magazines filled to capacity with Department authorized ammunition;
- i. Oleoresin capsicum (OC) spray; and
- j. Badge.

B. Body Armor

- 1. Property Unit personnel and the body armor vendor shall will keep a list of dates the body armor ~~expiration dates~~ expires -and shall coordinate with the ~~employee officer~~ employee for replacement of the body armor to get it replaced.
- 2. Department personnel who are issued body armor shall notify the Property Unit personnel ninety (90) days prior to its expiration, which is five (5) years ~~after~~ from the manufacture date on the body armor.

~~If Department personnel identifies that their body armor is expired, it is their responsibility to notify the Property Unit of the need for replacement.~~

- 3. During the transition to new body armor, Property Unit personnel shall provide the employee with temporary, ~~an~~ unexpired body armor ~~loaner~~.
- 4. Property Unit personnel shall contact the employee when the new body armor arrives.
 - a. ~~(Someone)~~ Department personnel shall pick up their new body armor and it is the responsibility of the employee to pick it up in a timely manner.

~~(Someone)~~ Department personnel shall turn in their

- C. Department-issued body armor, rifle plates, and tactical carriers ~~must be turned in to~~ the Property Unit when ~~an employee~~ they separates from the Department.

D. Department-issued Cell Phones



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1. An employee shall seek their chain of command's approval for a Department-issued cell phone.
2. (Someone/The employee's direct supervisor) shall seek the chain of command's approval to issue their employee a Department-issued cell phone.
3. The employee (Someone) shall submit their employee's cell phone request that has been approved by the chain of command approves an employee to receive a cell phone the request must be sent to Tech Services Unit personnel at the APDhelpdesk@cabq.gov.
4. Department of Technology and Innovation (DTI) personnel shall:
 - b. Be responsible for ordering the cell phone;
 - c. Obtain the proper signatures; and
 - d. Ensuring that City processes on cell phone list are followed;
 - e. When the phone arrives, promptly call the end user employee; and
~~The end user and DTI shall make arrangements to pick up the cell phone.~~
 - f. Send an email to the Property Unit personnel and carbon copy (CC) the end user employee in their email to advise that a cell phone has been assigned. Ultimately, it is up to it is the end user's responsibility to ensure that the cell phone is put on their property card.
5. The employee shall:
 - a. Make arrangements with DTI personnel to pick up the cell phone;
 - b. It is the end user's responsibility to ensure that the cell phone is put tracked on their property card through (system) PeopleSoft.
6. If an employee needs a to replace their Department-issued cell phone replacement, they shall follow the process outlined in this Standard Operating Procedure (SOP) aforementioned process shall remain the same.
7. When an employee is separating from the Department, they must complete the following shall:
 - a. Go to DTI to log -out of the the Apple ID software; and
~~DTI personnel shall sign off on the City of Albuquerque Employee Clearance Form; and~~
 - b. Physically turn -in the cell phone to the Property Unit personnel.
 - i. DTI personnel shall sign off on the City of Albuquerque Employee Clearance Form.

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8. When an employee separates from the Department, ~~the~~ Property Unit personnel shall follow ~~the~~ City Legal's hold processes.

a. ~~The~~ Property Unit personnel shall hold ~~all~~ electronics and firearms ~~shall be held~~ as determined by the City Legal.

E. Department-Issued Laptops

1. DTI personnel shall:

a. ~~work~~ directly with Academy Division personnel when assigning laptop computers to cadets;

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b. ~~DTI has the full responsibility~~ Be responsible for ~~of~~ sending an email to the Property Unit with the laptop ~~computer~~ serial numbers and who they were assigned to;

c. When an employee receives a new or replacement laptop, ~~DTI shall~~ send an email to the Property Unit and ~~cc~~ copy the ~~end user~~ employee in their email to advise of the new equipment;

d. If DTI provides any type of loaner equipment, it does not have to go to the Property Unit. DTI shall track the process.

e. DTI determines when an employee will keep the computer permanently, DTI shall send an email to Property Unit and cc the ~~end user~~ employee.

2. DTI personnel shall not issue or reissue grant-funded computers (yellow tags) without the permission of the Planning Division's Grants Unit personnel.

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3. The ~~end user~~ employee shall:

a. ~~Be~~ is responsible for contacting the Property Unit to ensure that ~~it~~ their permanent Department-issued laptop ~~is put~~ tracked on their property card;

~~a. The end User is employee shall be responsible for contacting the Property Unit to ensure that the laptop computer is put tracked on their property card.~~

b. When ~~they~~ an employee is separating from the Department, ~~the employee~~, shall physically turn ~~in~~ their Department-issued laptop ~~computers~~ to the Property Unit; and

c. Not move their desktop computer from their original location.

4. The Property Unit shall follow ~~the~~ City Legal's hold processes.

~~If DTI provides any type of loaner equipment, it does not have to go to the Property Unit. DTI shall track the process.~~

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~~DTI determines when an employee will keep the computer permanently, DTI shall send an email to Property Unit and cc the end user.~~



~~The end user is responsible for contacting the Property Unit to ensure that it is put on their property card.~~

~~Desktop computers shall not be moved from their original location.~~

~~DTI shall not issue or reissue grant funded computers (Yellow tags) without the permission of the Planning Division, Grants Unit.~~

F. Repairs and Replacements

1. ~~When Department personnel make a request for either to repair or replace their~~ When Department personnel make a request for either to repair or replace their ~~ment of~~ Department-issued property, they shall submit a Property Replacement/Repair Request Form through their chain of command. Repair and/or replacement costs shall be determined by the Property Management Section personnel.

a. All request forms shall specify the circumstances of any damage or loss and will include supporting documents. A Uniform Incident Report shall be submitted for lost or stolen equipment.

b. The request shall be approved or ~~disapproved~~ denied by the respective D_eputy Chief, or a Area eCommander.

c. The ~~d~~ Deputy Chief or a Area eCommander shall note on the Property Replacement/Repair Request Form whether the repair or replacement is either:

i. An acceptable loss, damage, or destruction, as required in the performance of duty, in which case the officer shall take the completed form to the Property Unit for reissuance of equipment; or

ii. If chargeable to the officer ~~concerned~~ because of neglect, carelessness, or misuse, in which case the officer shall make arrangements with the Property Unit personnel to pay for the item at the price ~~that is~~ determined by the Property Unit.

d. The Property Unit personnel shall retain a copy of the Property Replacement/Repair Request Form and a receipt.

2. ~~When sworn~~ When Department personnel have their Department-issued equipment property damaged or stolen, they shall contact their chain of command for immediate replacement of those items that are necessary for them to function in their particular job.

a. ~~Sworn~~ Department personnel are given issued replacement items ~~property on a temporary~~ or loaned property on a temporary basis/loan basis only.

b. Property Unit personnel shall document track and properly receipt the loaned items property that is loaned to sworn Department personnel.

N/A

3. Upon issuance of a new firearm, the officer must complete the New Mexico ~~a day and night~~ Department of Public Safety (NMDPS) daylight and low light qualification shoot prior to returning to duty with that firearm, consistent with SOP Firearms and Ammunition Authorization (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties).



G. Leave

N/A

1. Military Leave (SO 17-02???)

~~Upon receiving military orders, which last longer than thirty (30) days, the military member/employee sworn personnel shall return their Department-issued equipment property in to the Property Unit, which includes:~~

- a.
 - i. ~~Department-issued Firearm(s);~~
 - ii. ~~40-millimeter Launcher;~~
 - iii. ~~ECW;~~
 - iv. ~~Portable Handheld Radio;~~
 - v. ~~Laptop/Toughbook Computer;~~
 - vi. ~~External Hard Drive, if criminal cases are stored on them;~~
 - vii. ~~Body Armor;~~
 - viii. ~~On-body recording device(s) (OBRD(s));~~
 - ix. ~~Leather gear;~~
 - x. ~~Badge;~~
 - xi. ~~Department-issued Cell Phones; and~~
 - ~~If applicable, their Spike Belt and/or Stop Sticks.~~

~~An officer who was issued Equipment property for specialized units or sworn personnel who are on collateral duty should shall return be returned the property to the issuing unit.~~

~~b. The officer shall return Any other PProperty, including leather duty gear and their badge, may shall be turned in at the to Property Unit personnel in but if retained by the military member prior to deployment. (Same as 1.a.?) must be store the items in a secure manner.~~

~~If the military member officer's orders are to deploy for more than thirty (30) days are received within less than forty-eight (48) hours' notice, they military member shall coordinate with their chain of command for return of their property.~~

~~c. Whenever possible, Property Unit personnel shall hold separately tThe military member officer's gear and applicable vehicle property items shall be held separately from the general inventory whenever possible for reissuance upon their return.~~

2. Administrative Leave

a. Operations Review shall coordinate the collection of all Department property and turn it in to the Property Unit.

7

H. Return of Department-Owned Property Upon Retirement Issued Property



1. When personnel separate from the Department, they shall surrender all Department-owned issued property and equipment.

Personnel

a. This shall be completed by scheduling an appointment with the Property Unit personnel prior to their employee's last day of service.

5 2. When firearms are being turned in to the Property Unit, regardless of the reason, it is the responsibility of the officer to ensure that the firearm chamber is clear and in the lock-back position. The officer must clearly show the Property Unit personnel that this has been completed prior to turning over the firearm over.

N/A 3. If sworn personnel intend to purchase a badge upon promotion or retirement, they must receive written permission from the Chief of Police (refer to SOP Retirement Observation Observance for sanction classifications and additional duties).

Returning Department Issued Property

7 2-2-7 2-2-7 Surpluses and Transfers/Salvages of Department Property

A. General Transfers or Salvages of Department Property Procedures

1. Property Unit personnel shall adhere to City of Albuquerque Administrative Instructions (AI) No. Administrative Instruction AI NO: 6-2 Disposal of Surplus Property, Salvage Property and Scrap Property.

1. The Fixed Asset Liaison shall be the Property and Fixed Assets Manager. The Property Disposal Officer shall be the Property Warehouse Supervisor.

2.

3. Department personnel who request to initiate a request for surplus, salvage, or scrap, the requestor must complete the Property Replacement/Repair Request form Surplus/Salvage Property Form in PeopleSoft.

a. A printed copy of the form should be mailed to the Property Disposal Officer. The Property Disposal Officer shall determine if City property is surplus, salvage, or scrap property.

4. If the City property is considered surplus and it is not being transferred to another department, the following steps shall be followed:

a. The requestor Department personnel employee (requestor) shall take pictures of the City property, provide a description of the items to be auctioned, and a point of contact information.



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~~Serial numbers, and model numbers shall be used to identify the items being transferred or salvaged.~~

b.

c. ~~The Property Disposal Officer shall post it on the -p-~~Public surplus ~~online-~~ auction website (<https://www.publicsurplus.com/sms/browse/home>) ~~for the required number of days. If there are any questions, the Property Disposal Officer shall send them~~ questions to the Department personnel who ~~the-~~ requested the items be salvaged ~~or~~ for their responses.

d. If the City property is sold, the Property Disposal Officer shall provide the requestor with the contact information and they shall coordinate with the bidder for pick-up.

e. ~~The requestor~~ Department employee (requestor) must have the winning bidder sign the PeopleSoft form, ~~and~~ obtain a copy of their driver's license ~~get~~ and a copy of the winning bidder's driver's license and have them sign the PeopleSoft form.

f. If the City property is not sold and it has been listed three (3) times, the Property Disposal Officer shall notify the Department employee (requestor). The Department employee (requestor) shall be responsible for disposing of the City ~~Property.~~

~~When the auction closes and there is a winning bid, the Property Disposal Officer shall contact the~~

~~Serial numbers, and model numbers shall be used to identify the items being transferred or salvaged.~~