



2-2 DEPARTMENT PROPERTY

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-1 Uniforms (Formerly 2-06)
- 2-3 Firearms and Ammunition Authorization (Formerly 2-3)
- 3-23 Retirement Observance (Formerly 3-61)

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
- City of Albuquerque Administrative Instruction (AI) Number 8-1 City Telecommunications Services Usage Policy
- 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D. Rescinded Special Order(s)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 Number 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. Be responsible for the general oversight of the Department's equipment and supply function;
2. 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.
3. Complete regular inventory checks:
 - a. The Property Unit closes on the last Friday of every month and the last week of the fiscal year to conduct audits and inventories; and
 - b. The Property Unit is available for emergency-type requests.
4. Complete regular audits:
 - a. The Property Unit closes on the last Friday of every month and the last week of the fiscal year to conduct audits; and
 - b. The Property Unit is available for emergency-type requests.
5. Smart Lockers
 - a. The Warehouse Supervisor shall be responsible for:
 - i. The maintenance of the Smart Locker system;
 - ii. Ensuring orders are fulfilled within twenty-four (24) hours for in stock property and placed in the Smart Locker;
 1. Fulfillment of orders will be communicated through the automated Smart Locker System to Department personnel's email
 - iii. Communicating delay(s) by email to affected Department personnel if the requested property is unavailable and needs to be ordered; and
 - iv. Restocking of property if Department personnel do not pick up their property within forty-eight (48) hours.



1. Department personnel will need to submit a new request if their property is not picked up within forty-eight (48) hours.

7 2-2-5 **Requests and Purchases**

A. Requests

Department personnel shall notify the Property Unit when ordering Department property for storage and tracking purposes.

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 or purchases sent to the Department.

- 6**
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 receiving, tagging, and entering items into the inventory database, Property Unit personnel shall notify the employee to pick up the items at the 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.

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 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.

2. Sworn personnel who have been terminated or are facing disciplinary action that may lead to termination are prohibited from purchasing their firearm

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 and document it on the officer's property card.
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;
- d. When issued a Department vehicle, carry the following equipment including, but not limited to:
 - i. First aid kit;
 - ii. Fire extinguisher;
 1. Department personnel shall ensure their Department-issued fire extinguishers are not expired; and
 2. A fire extinguisher typically lasts two (2) years.
 - iii. Emergency blankets; and
 - iv. Road flares.
- e. Ensure all assigned less-lethal weapon systems are available while on-duty.



5. At a minimum, all uniformed sworn personnel shall carry the following items while on-duty:
 - 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. 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. Handcuffs;
 - f. Handcuff key;
 - g. At least two (2) additional authorized ammunition magazines filled to capacity with Department authorized ammunition;
 - h. Oleoresin capsicum (OC) spray; and
 - i. Badge
 - i. A badge patch is considered sufficiently consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties).
6. All uniformed sworn personnel may carry an expandable baton and holster while on-duty.

N/A

N/A

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 printed 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 within five (5) business days.



- 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:
 - a. Be responsible for ordering the cell phone;
 - b. Abide by City of Albuquerque AI Number 8-1;
 - c. When the phone arrives, promptly call the employee; and
 - d. 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; and
 - b. Ensure that the cell phone is tracked on their property card.
 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 the City of Albuquerque Legal Department's hold processes.
 - a. Property Unit personnel shall hold all electronics and firearms as determined by the City of Albuquerque Legal Department.
- E. Department-Issued Laptops
1. DTI personnel shall:



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- 6 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 to whom 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; and
 - 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 its original location.
 4. The Property Unit shall follow the City of Albuquerque Legal Department'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.



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- 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).
 - a. Range personnel must notify the Property Supervisor for issuance of a firearm.

N/A

G. Leave

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- 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 the 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.

7 H. Return of Department-Issued Property

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

- 7**
 - a. Personnel shall schedule an appointment with Property Unit personnel prior to their last day of service.

- 5** 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).

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

A. General Procedures

- 1. Property Unit personnel shall adhere to City AI Number 6-2.
- 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 provide point of contact information.



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- 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. 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.

REDLINED



2-2 DEPARTMENT PROPERTY

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

A. Related SOP(s)

- 2-1 Uniforms [\(Formerly 2-06\)](#)
- 2-3 Firearms and Ammunition Authorization [\(Formerly 2-3\)](#)
- 3-23 Retirement Observance [\(Formerly 3-61\)](#)

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
- City of Albuquerque Administrative Instruction (AI) Number 8-1 City Telecommunications Services Usage Policy
- 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 Number 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.~~
- ~~2.1. Be responsible for the general oversight of the Department's equipment and supply function;~~
- ~~3.2. Obtain quotes and other information necessary to ensure the Department uses the most cost effective 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.
- ~~4.3. Complete regular inventory checks; and~~
 - a. The Property Unit closes on the last ~~business day~~ Friday of every month and the last week of the fiscal year to conduct audits and inventories; and.
 - b. The Property Unit is available for emergency-type requests.
- ~~5.4. Complete regular audits;-~~
 - a. The Property Unit closes on the last ~~business day~~ Friday of every month and the last week of the fiscal year to conduct audits; and.
 - b. The Property Unit is available for emergency-type requests.
5. Maintain Smart Lockers
 - a. The Warehouse Supervisor shall be responsible for:
 - i. The maintenance of the Smart Locker system;
 - ii. Ensuring orders are fulfilled within twenty-four (24) hours for in stock property and placed in the Smart Locker;



- 1. Fulfillment of orders will be communicated through the automated Smart Locker System to Department personnel's email and
 - ~~i. If property is placed in the locker, the employee will have forty eight (48) hours to pick up the property. Failure to pick up with forth eight (48) hours will result in restocking of the property and new request will need to be submitted.~~
 - ~~b.iii. Communicatinge delay(s) by email to affected Department personnel requesting the property if the requested property is unavailable and needs to be ordered; and:
— FulfillmentsFulfillments will be communicated through the automated Smart Locker system to Department personnel's e-mail.~~
 - iv. Restocking of property if Department personnel do not pick up their property within forty-eight (48) hours.
 - 1. Department personnel will need to submit a new request if their property is not picked up within forty-eight (48) hours.

~~If property is not available and needs to be ordered the delay shall be communicated by e-mail from the Warehouse Supervisor, or designee to the employee requesting the property.~~

~~e. —~~

~~d. — If property is placed in the Smart Locker, Department personnelthe employee will have forty eight (48) hours to pick up the property. Failure to pick up within fortyh eight (48) hours will result in restocking of the property and a new request will need to be submitted.~~

~~d. —~~

7 2-2-5 Requests and Purchases

A. Requests

Department personnel shall notify the Property Unit when ordering Department property for storage and tracking purposes.

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 or purchases sent to the Department.

6 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 receiving, tagging, and entering items into the inventory database, Property Unit personnel shall notify the employee to ~~pick-up~~ pick up the items at the 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.

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.a. 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.
 - ~~vi.2. Sworn personnel who have been terminated or are facing disciplinary action that may lead to termination are prohibited from purchasing their firearm~~

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 and document it on the officer's property card.



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3. Property Unit personnel shall not issue Department-owned firearms to non-Department personnel.

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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. First aid kit;
 - ii. Fire extinguisher;
 - 1. Department personnel shall ensure their Department-issued fire extinguishers are not expired; ~~and~~
 - 2. A fire extinguisher typically lasts two (2) years.
 - iii. Emergency blankets; and
 - iv. Road flares.
- e. Ensure all assigned less-lethal weapon systems are available while on-duty.

N/A

5. At a minimum, all uniformed sworn personnel shall carry the following items while on-duty:

- 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;
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- c. 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. Handcuffs;
- f. Handcuff key;
- g. At least two (2) additional authorized ammunition magazines filled to capacity with Department authorized ammunition;
- h. Oleoresin capsicum (OC) spray; and
- i. Badge
 - i. A badge patch is considered sufficiently consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties).



6. All uniformed sworn personnel may carry an expandable baton and holster while on-duty.

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 printed on the body armor.

N/A

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~~ within five (5) business days.

- 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:
 - a. Be responsible for ordering the cell phone;
 - b. Abide by City of Albuquerque AI Number 8-1;
 - c. When the phone arrives, promptly call the employee; and
 - d. 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; and



- 6 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 the City of Albuquerque Legal Department's hold processes.
- a. Property Unit personnel shall hold all electronics and firearms as determined by the City of Albuquerque Legal Department.

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 to who-whom 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; and;
 - 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.

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

N/A

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).

3-a. Range personnel must notify the Property Supervisor for issuance of a firearm.

G. Leave

6

1. Military



7

- 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 the 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.

7

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.
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.
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).

5

N/A



A. General Procedures

1. Property Unit personnel shall adhere to City AI Number 6-2.
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 provide 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. 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.