


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 119
	PERSONAL PROPERTY AND EQUIPMENT	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 1

I. POLICY

Employees are not authorized to use personal property and equipment in the performance of the official duties for the department without prior approval. All items of personal property and equipment used must first be approved in writing by the Chief of Police or Deputy Chief. They shall also require that the property be maintained in the same manner as departmental property.

- A.** Any employee desiring to use personal property shall submit a written request to the Chief of Police or Deputy Chief citing the reason and justification for the use of such property. The decision of the Chief of Police shall be final.
- B.** No personal vehicle may be used as a police unit. There will be no justification for an officer to use a personal vehicle as a police emergency response unit.
- C.** Under certain circumstances and with the approval of the Chief of Police or a Deputy Chief of Police, employees may be authorized to use their personal vehicle when on official city business. EXAMPLE: Travel to and from a conference, training course, etc. The Chief of Police will authorize the amount of reimbursement for personal vehicle use.