

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 2

March 13, 2013

SUBJECT: AREA KITROOM PROCEDURES

PURPOSE: This Order establishes uniform operating procedures for the maintenance of Area kitrooms.

PROCEDURE: Access to the Area kitroom will be limited to the kitroom officer and to the Watch Commander. All other personnel must request permission from the Watch Commander to enter the kitroom. The following procedures regarding access to the kitroom must be followed:

- * The kitroom must never be left open/unlocked while unattended;
- * Keys to the kitroom must be kept in the Watch Commander's office when the kitroom officer is unavailable; and,
- * When the kitroom officer is unavailable and access to the kitroom is needed, officers must request access from the Watch Commander. The Watch Commander must ensure officers sign the Kitroom Sign-In Log, Form 10.35.00, and complete the Vehicle and Equipment Assignment Sheet, Form 15.66.00, if any equipment is removed from the kitroom.

Note: The Kitroom Sign-In Log will be kept in a binder in the Watch Commander's office.

I. KITROOM OFFICER'S RESPONSIBILITIES. The kitroom officer is responsible for the following:

- * Scanning all equipment in and out of the kitroom using the Kitroom Inventory Tracking System (KITS);

Note: If the KITS scanner is not operable, then the equipment must be manually entered into KITS. If KITS is not working or is unavailable, the Vehicle and Equipment Assignment Sheet must be used.

- * Verifying all equipment previously checked out has been checked back in. All equipment checked out from the kitroom must be returned prior to the officer's end of watch. If equipment is to be kept longer than 24 hours, the appropriate paperwork must be completed (i.e., Employee's Report, Form 15.07.00, Motor Vehicle Trouble Ticket, Form 11.03.00);
- * Ensuring equipment that is damaged or defective is properly documented on the appropriate form (i.e., Employee's Report, Motor Vehicle Trouble Ticket, Investigative Report, Form 03.01.00, or Traffic Collision Report, CHP Form 555);

Note: Refer to the attached Reporting Non-Operable Equipment for procedures on handling non-operable equipment. All Area kitroom officers must ensure KITS is updated regarding non-operable equipment. A copy of any form used to document damaged or defective equipment must be kept in the kitroom.

- * Auditing all kitroom items with a barcode, utilizing KITS, by scanning each item at least once during day watch and once during morning watch;
- * Printing out the Inventory Audit Report from KITS and giving it to the assigned kitroom supervisor for review prior to turning it into the Watch Commander. The Inventory Audit Report must be printed once during day watch and once during morning watch;

Note: The Kitroom Sign-In Log and Vehicle and Equipment Assignment Sheet must be attached to the Inventory Audit Report and submitted to the Watch Commander prior to the kitroom officer's end of watch.

- * Attempting to locate any missing equipment during their assigned shift (i.e., calling the last officer who was assigned the missing equipment or checking inside the vehicle that was assigned with the equipment);
- * Notifying Area maintenance garage of any newly non-operable vehicles and checking the status of previously reported non-operable vehicles;
- * Maintaining a log of all non-operable vehicles which includes the date the vehicle was reported non-operable, the problem with the vehicle, when the garage was notified and the date the vehicle was fixed;
- * Assigning digital cameras and ensuring three memory cards, which are clear of photographs and scanned out, and charged batteries are included;

Note: If photographs of an administrative and/or sensitive investigation are discovered by the kitroom officer, he/she must immediately notify the Watch Commander.

- * Uploading all digital images from returned memory cards to the LYNX Photo Management System and erasing the memory cards after the images are uploaded;
- * Ensuring shotguns and bean bag shotguns are unloaded and stored with the action open and the safety on;
- * Charging all used radio batteries and removing them from the charger when the charger indicator light is

green. Charged batteries must be kept separate from uncharged batteries; and,

- * Storing all **City-owned** patrol rifles and slug shotguns when they are not being used for patrol, training purposes or cleaning. All patrol rifles and slug shotguns that are stored in the kitroom must have a barcode and be tracked in KITS.

Note: All personally-owned patrol rifles and slug shotguns stored in an Area kitroom, either temporarily or permanently, must have a KITS barcode attached.

- II. OFFICER'S RESPONSIBILITIES.** Officers must not leave any equipment unattended. If the kitroom officer is unavailable, officers must notify the Watch Commander, or secure the equipment in a designated secure location.

Note: Area's designated location must be locked when not attended.

- III. SUPERVISOR'S RESPONSIBILITIES.** The assigned kitroom supervisor is responsible for the following:

- * Reviewing the completed Inventory Audit Report prior to it being submitted to the Watch Commander; and,
- * Documenting that they reviewed the Inventory Audit Report on their Sergeant's Daily Report, Form 15.48.00.

- IV. WATCH COMMANDER'S RESPONSIBILITIES.** The Watch Commander is responsible for the following:

- * Ensuring the key to the kitroom is kept in the Watch Commander's office when the kitroom officer is not available;
- * Ensuring all missing equipment on the Inventory Audit Report is located or documented on an appropriate report (i.e., Investigative Report, Watch Commander's Daily Report, Employee's Report);
- * Ensuring the Kitroom Sign-In Log is completed appropriately;
- * Ensuring the Inventory Audit Report, Vehicle and Equipment Assignment Sheet and the Kitroom Sign-In Log are attached to the Watch Commander's Daily Report and all equipment is accounted for;
- * Conducting a monthly audit with the kitroom officer and ensuring all equipment in the kitroom with a barcode is scanned; and,
- * Assigning a supervisor to review the Inventory Audit Report, once during day watch and once during morning

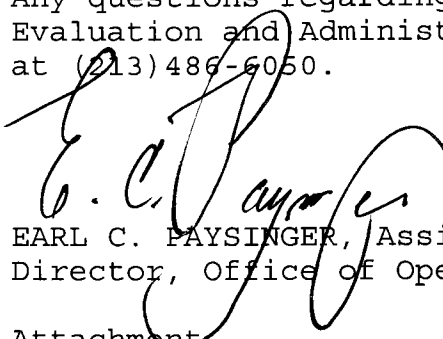
watch, and to address all kitroom officer responsibilities.

V. **AREA COMMANDING OFFICER'S RESPONSIBILITIES.** The Area commanding officer must ensure equipment in the kitroom is accounted for on a daily basis.

VI. **BUREAU COMMANDING OFFICER'S RESPONSIBILITIES.** The bureau commanding officer must ensure an inspection of Area kitrooms is completed annually and all equipment is accounted for.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

Any questions regarding this Order may be directed to the Evaluation and Administration Section, Office of Operations, at (213)486-6050.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

Attachment

DISTRIBUTION "A"

Reporting Non-Operable Equipment

Non-Operable Equipment	Procedure/Paperwork	Where Serviced (call before going)
Radio/ Astro	Assigned & unassigned radios are returned to the kitroom. KRO shall B/O in KITS & notify the radio shop.	Piper Tech Radio Shop. Valley Bureau Divisions, take to Information Technology Agency (ITA) Garage located across from Van Nuys Station
Beanbag Shotgun	B/O in KITS, notify Training Unit to take to Armory	Elysian Park Armory
Shotgun	B/O in KITS, notify Training Unit to take to Armory	Elysian Park Armory
Urban Police Rifle	B/O in KITS, notify Training Unit to take to Armory	Davis Armory
Blue Check	B/O in KITS, notify Training Unit to take to Radio Planning Section (Information Technology Division)	Radio Planning Section, Information Technology Division
Camera	B/O in KITS, notify Training Unit	SID Photo Unit
Mobile Data Computer (MDC)	Complete Motor Vehicle Trouble Ticket (Form 11.03.00)	Piper Tech Radio Shop. Valley Bureau Divisions, take to Information Technology Agency (ITA) Garage located across from Van Nuys Station
Taser	B/O in KITS, notify Training Unit	Firearms/Tactics Section, Davis Training Facility
Vehicles	B/O in KITS, complete Motor Vehicle Trouble Ticket (Form 11.03.00)	Notify Area Garage
Digital In-Car Video System (DICVS) Vehicle	Complete Motor Vehicle Trouble Ticket (Form 11.03.00)	Notify Area Garage, Garage will notify Information Technology Division.
Microphone Transmitter	B/O in KITS, notify Training Unit	Notify Tactical Technical Section, Information Technology Bureau