

OFFICE OF OPERATIONS

NOTICE
1.11

August 2, 2017

TO: All Sworn Personnel

FROM: Director, Office of Operations

SUBJECT: AREA KITROOM PROCEDURES - REMINDER


All sworn personnel have a responsibility to keep the Department's equipment safeguarded and in good working order to ensure that it is readily available for officers to use. The Department has uniform operating procedures for Area kitrooms established in Operations Order No. 2, *Area Kitroom Procedures*, dated March 13, 2013. As a reminder, the following procedures shall be followed in all Area kitrooms:

- Access to the kitroom shall be limited to the kitroom officer and Watch Commander (WC). All other personnel must request permission from the WC to access the kitroom;
- Access by personnel other than the kitroom officer shall be documented on the Kitroom Sign-In Log, Form 10.35.00;
- If not in the possession of the kitroom officer, WCs shall ensure the kitroom key is kept in the WC's office and under their control;
- The kitroom key shall not be left unattended or unsecured such that it may be accessed without first obtaining approval and completing the Kitroom Sign-In Log; and,
- Area commanding officers must ensure equipment in the kitroom is accounted for daily.

The kitroom officer shall ensure all requirements of the *Area Kitroom Procedures* Order are followed. Kitroom officers shall complete and attach the Kitroom Officer Daily Checklist to their daily kitroom audit report.

Effective immediately, all WCs shall require the kitroom officer to complete and attach the checklist to the kitroom audit report. In addition, WCs shall ensure that a copy of Operations Order No. 2, *Area Kitroom Procedures*, dated March 13, 2013, is placed and maintained in the kitroom. Watch Commanders shall also ensure that any officer working the kitroom has reviewed and understands the kitroom policy and has been trained on proper kitroom procedures.

Should you have any questions, please contact Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



MICHEL R. MOORE, First Assistant Chief
Director, Office of Operations

DISTRIBUTION "A"

KITROOM OFFICER DAILY CHECKLIST
(FORM MUST BE ATTACHED TO THE DAILY KITROOM AUDIT REPORT)

AREA: _____ WATCH: _____ DATE: _____

- Scanned all equipment in and out of the kitroom using KITS
- Verified all equipment previously checked out has been checked back in, (or)
 - Prepared appropriate paperwork for non-returned equipment
- Attempted to locate any missing equipment by contacting last officer assigned equipment
- Assigned digital cameras with three memory cards (clear of photographs) and charged batteries
- Notified Area maintenance garage of any newly non-operable vehicles and checked status of previously reported non-operable vehicles
- Maintained log of all non-operable vehicles (including date vehicle was reported non-operable, the problem with the vehicle, date the garage was notified, and the date the vehicle was fixed)
- Documented any damaged or defective equipment on proper form and in KITS
- Audited all kitroom items with a barcode via KITS
- Printed the Inventory Audit Report (IAR) from KITS and delivered to kitroom supervisor for review. *Supervisor Reviewing:* _____
- Submitted IAR to Watch Commander with attachments containing the Kitroom Sign-In Log and Vehicle and Equipment Assignment Sheet, if applicable
- Uploaded all digital images from returned memory cards to the LYNX Photo Management System and erased memory cards after images were uploaded (*notify Watch Commander if photographs of an administrative and/or sensitive investigation are discovered*)
- Ensured shotguns and beanbag shotguns are unloaded and stored with the action open and safety on
- Charged all used radio batteries and removed fully-charged batteries, storing them separate from uncharged batteries.
- Stored all City-owned patrol rifles and slug shotguns when not in use
- Verified all patrol rifles and slug shotguns stored in the kitroom have a barcode and are tracked in KITS
- Inspected any temporarily-assigned Tasers and Taser Darts upon return for apparent signs of damage or defect

Kitroom Officer & Serial	Date	Watch Commander & Serial	Date
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