

OFFICE OF OPERATIONS

NOTICE
1.11

August 2, 2017

TO: All Sworn Personnel

FROM: Director, Office of Operations

SUBJECT: TASER ISSUANCE AND ASSIGNMENT AT AREAS / TRAFFIC DIVISIONS

The purpose of this Notice is to modify procedures related to the long-term assignment of Tasers to increase accountability and to benefit from operational efficiencies. Effective immediately, Geographic Areas and Traffic Divisions shall begin accounting for all permanently assigned Tasers using the attached form. Affected commands shall ensure the Training Coordinator obtains a signed 'Taser Issuance and Return Form' as soon as practicable for each issued Taser and any issued accessories. Thereafter, as employees enter the command, a signed Taser Issuance and Return Form shall be completed before an employee is assigned a Taser.

Once the Taser Issuance and Return Form is complete, an original shall be maintained in the kitroom, a copy filed with the Training Coordinator, and a copy filed in the employee's divisional file. Training Coordinators shall ensure the Taser is assigned to the designated employee in the Kitroom Inventory Tracking System (KITS) on a long-term checkout. Additionally, the Training Coordinator shall update the device assignment on Evidence.com to reflect the involved employee.

When an employee leaves a command, the employee shall return their issued Taser and all issued accessories to the Area or Division training unit. The receiving employee shall sign the original Taser Issuance and Return Form and the copy from the employee's divisional file to acknowledge receipt of the Taser equipment. The Training Coordinator shall provide the copy to the employee to document the equipment return and shall file the original with the training unit's copy. The Training Coordinator shall then ensure the returned Taser is checked-in through KITS and the device is reassigned from the employee to the Area or Division on Evidence.com.

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



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

DISTRIBUTION "A"

TASER ISSUANCE AND RETURN FORM

Last Name: _____ First Name: _____ MI: _____

Serial # _____ Area/Div./Unit: _____

TASER Model: _____ Holster: Y or N

TASER Barcode: _____ Serial #: _____

TASER Accessories: _____

Date of TASER Issue: _____ Date of TASER Return: _____

This TASER is assigned to you and it is your responsibility to maintain it. All of the above equipment issued to you **shall** be returned to your Area/Division upon transferring to another Area/Division. Should your TASER be lost, stolen, missing, damaged or destroyed, you **shall** notify a supervisor immediately, complete an IR with a DR number, and send a copy to Police Sciences and Training Bureau via your chain of command. For repairs, return the TASER in to the kitroom.

OFFICER SIGNATURE: _____ **Serial #** _____ **DATE:** _____

EQUIPMENT ISSUED BY:

SIGNATURE: _____ **Serial #** _____ **DATE:** _____

EQUIPMENT RETURNED TO:

SIGNATURE: _____ **Serial #** _____ **DATE:** _____

KITS AND EVIDENCE.COM UPDATED BY (TRAINING UNIT WHEN ISSUED):

SIGNATURE: _____ **Serial #** _____ **DATE:** _____

KITS AND EVIDENCE.COM UPDATED BY (TRAINING UNIT WHEN RETURNED):

SIGNATURE: _____ **Serial #** _____ **DATE:** _____

ORIGINAL TO BE MAINTAINED AT AREA/DIVISION KITROOM.
COPY TO AREA/DIVISION TRAINING UNIT.
COPY TO EMPLOYEE DIVISIONAL FILE.