

INTRADPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER No. 03-05

July 15, 2003

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TO: All Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: METROPOLITAN DIVISION ARMORY INVENTORY CONTROL

This order defines each officer's responsibility for equipment issued from the vault.

The Metropolitan Division Armory is responsible for the maintenance and custody of all specialized equipment assigned to Metropolitan Division. In order for the Armory to fulfill these responsibilities, officers who are assigned equipment will follow the following procedures.

- Equipment is assigned to each officer and is recorded on the officer's equipment checkout card. It is each officer's responsibility to maintain care and custody of their assigned equipment. Equipment checked out from the Armory must be returned at the Armory. (Equipment trades between employees are not allowed, and the armorers will not accept equipment in the field, because records cannot be properly updated.) The Armory will issue a receipt for each transaction.
- All B/O equipment must be returned to the Armory for repair or replacement. Equipment repair by outside vendors is forbidden.
- Only authorized Department armorers are allowed to work on firearms issued from the Metropolitan Division Armory, and except for exigent circumstances, all work should be done by the Metropolitan Division Armory. If an officer has a weapon worked on by the Training Division Armory, it should be brought as soon as possible to the Metropolitan Division Armory for inspection.
- Weapons issued from the Metropolitan Division Armory shall not be altered or modified. This includes the addition of stocks, grips, and sights. The Commanding Officer of Metropolitan Division must approve all "new" modifications before the armorers will perform work on any weapon. Approval shall be in writing and provided to the Metropolitan Division Armory.
- Officers are responsible for all equipment issued to them, even when they are sick, IOD, or on Military Leave. If officers know they are going to be off long term sick, IOD, Military Leave, or suspended (longer than one DP) they shall return their equipment to the Armory for safekeeping. In an emergency it will be the responsibility of the supervisor present to insure that the officer's equipment is secured and returned to the Armory as soon as possible, but not longer than 48 hours after the incident.
- At the conclusion of an officer's assignment to Metropolitan Division, it is their responsibility to return all of the equipment issued from the Armory. Failure to return the equipment could result in discipline or reimbursement for the equipment that was not returned.

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- Specialized equipment checked-out for details must be returned at the conclusion of the detail so that the equipment will be available for redeployment to other Metropolitan Division Personnel (cell phones, battery chargers, vehicles, etc.)
- Armorers are available Monday through Friday during normal business hours. Special arrangements can be made by contacting any one of the three armorers. One armorer is always on-call and can be reached 24 hours a day.

It is the goal of this order to ensure that all Metropolitan Division equipment is accounted for and each officer has the best quality equipment available.



STEPHEN R. JACOBS, Captain
Commanding Officer
Metropolitan Division