

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	17.3 Turning in Equipment Upon Termination of Employment with The Kenosha Police Department			
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I. Purpose

To establish a procedure for the return of Kenosha Police Department equipment upon terminating employment.

II. Policy

It is the policy of the Kenosha Police Department to maintain effectiveness and fiscal responsibility by collecting usable city-owned equipment from employees terminating their employment.

III. Procedure

1. TERMINATING OFFICER

Any sworn officer who terminates employment with the Kenosha Police Department will comply with the following procedure:

- A. At least fourteen (14) days prior to termination, the officer will contact the Administration and obtain a list of the equipment that they have been issued during their employment.
- B. The Officer will inventory the equipment that they have in their possession against the list of equipment provided by Administration.
- C. At least seven (7) days prior to termination of employment, the officer will notify Administration of any equipment that they cannot return and the reason why.
- D. Before or upon retirement, the officer will return to Administration, or his/her designee, all issued equipment.
 - 1. Any evidence that the officer had checked out of the Evidence Room must be returned to the Joint Services Property-Evidence Clerk.
 - 2. If the officer is retiring and wishes to purchase their handgun, the officer shall follow the procedure as outlined in our department's Procedure "17.1 Purchase of Service Handgun by Retired Police Officers."

2. ADMINISTRATIVE

Upon notification from an officer that they plan to terminate employment with the Kenosha Police Department, Administration shall.

- A. Provide the officer with a list as stated in Item A in the above section.

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- B. Check with the Office of the Chief of Police to determine if the Chief has received a letter and given authorization for purchase of the officer's handgun, if applicable.
- C. Create a statement of charges for any department-issued equipment not turned in by the officer, and present the officer with a copy of the same.
- D. Give a receipt to the officer when they pay for any equipment not turned in and forward the monies to the City Clerk - Treasurer.
- E. Submit a letter to the Chief of Police which either gives clearance or non-clearance to the officer along with the details of each transaction.
- F. Verify with Joint Service Property Evidence that all evidence the officer had checked out has been accounted for.