

FACILITIES AND PROPERTY

Each Departmental employee will only wear the Identification Cards issued to them. Employees will not allow or permit someone else to use or wear their Identification Cards. Departmental employees assigned to any undercover work may be allowed to enter any Police facility without wearing the Identification Cards if wearing the Identification Cards would seriously jeopardize any investigation or duty assignment.

3-6.6 DEKALB COUNTY POLICE DEPARTMENT VISITORS

Visitors to the DeKalb County Police Department or any of the Police facilities will not enter any of the restricted areas unless authorized to do so and only when they are accompanied by Departmental personnel. Non-employees, such as technicians, facility management employees, etc., who must conduct frequent or daily business in the Building or any of its facilities, may be issued an Identification Card with a yellow background. Identification Cards for non-employees will be requested, in writing, from the Chief of Police and will be valid for one year. These cards will not be automatically renewed.

3-6.7 COUNTY ISSUED PROPERTY

All Departmental issued property (excluding vehicles, weapons, portable radios, heavy equipment, furniture or other specialized items), will be issued through the Supply Section. Employees should refer to the policy set out in the Supply Section. Administrative Services Division section (3-1) for further information relating to the issuance of County property.

Departmental employees will be responsible for the care of all County property issued to them. They should insure that the condition, appearance and cleanliness of the property and equipment is maintained at all times.

Departmental employees, unless otherwise indicated, will use County issued property and equipment for Departmental purposes only.

All employees will be held strictly accountable for the good care of all County issued property and equipment. Employees found negligent in the use of County issued property will be held responsible and subject to Departmental corrective action.

Departmental employees will be subject at any time to be inspected by their superiors or by Internal Affairs, Inspections Unit, regarding the care and use of County issued property and equipment.

Any time an employee damages, loses, destroys, or has had stolen any County issued property or equipment, they will immediately bring this to the attention of their supervisor and complete the appropriate reports.

3-6.8 DEPARTMENTAL ISSUED VEHICLES

- a. Police employees may be permanently or temporarily issued vehicles owned or leased by the County or other governmental body for the purpose of conducting County business.
- b. Temporary assignment of a vehicle is defined as when an employee is issued a vehicle on a temporary basis only while they are on-duty. Examples includes police uniformed marked vehicles.
- c. Permanent assignment of a vehicle is defined as when an employee is issued a vehicle that they are to take home and these employees will be subject at any time to being called in while off-duty.