

# UW Whitewater Police



## Operational Readiness

Number:  
17.5.2

No. Pages:  
3

Special Instructions:  
CALEA 17.5.2

Approved By:  
Chief Kiederlen

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2

### I. Purpose

To provide guidelines for the storage, maintenance and operational readiness of agency owned property/equipment.

### II. Definitions

**Operational Readiness:** The capability of equipment to perform the mission or function for which it was designed. This includes, but is not limited to: care and cleaning, preventive maintenance, repair, workability, and responsiveness.

### III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that all agency property will be stored in a state of operational readiness.

### IV. Procedure

- A. Department personnel are responsible for all items that have been issued to them and for maintaining these items in a state of operational readiness.
- B. To ensure that agency-owned equipment is in proper working order, regular inspections shall be conducted by the employee.

#### 1. Malfunctioning Equipment

- a. Employees who experience a malfunction of department equipment shall complete an Equipment Repair/Replacement Form (Attachment A), providing the description of the item and the nature of the problem. The Equipment Repair/Replacement Form shall be placed in the case management bins (purple sheet bins).

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## **2. Missing Equipment**

- a. Employees who are missing equipment shall complete an Equipment Repair/Replacement Form (Attachment A), providing the description of the item in need of replacement. The Equipment Repair/Replacement Form shall be placed in the case management bins (purple sheet bins).
- b. A supervisor will also be notified of any missing department equipment.
- c. After every effort is made to locate the missing equipment, the supervisor will approve replacement of the missing equipment, dependent on the operational need of the missing equipment.
- d. An official police report shall be filed in the department's records management system by an employee to document the loss of any department owned weapon or badge.

## **3. Repair of Malfunctioning Equipment and Replacement of Missing Equipment**

- a. The Police Administrative Specialist shall be responsible for coordinating the repair or replacement of the equipment. This shall be documented on the bottom portion of the Equipment Repair/Replacement form.
- b. Such equipment shall be repaired or replaced as soon as practical.

## **4. Unit in Charge of Stored Equipment:**

- a. The Police Administrative Specialist is responsible for the upkeep and readiness of any unissued equipment stored at UW-Whitewater Police Department.
- b. Inventories of equipment shall be kept and the Police Administrative Specialist will work with supervisors on the issuing of unused equipment to new staff members or to replace worn out or damaged equipment.

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## Attachment A

### **UW-Whitewater Police Department EQUIPMENT REPAIR/REPLACEMENT REQUEST**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Equipment: \_\_\_\_\_ Equipment ID # \_\_\_\_\_

Nature of Problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### *Office Use Only*

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Corrected: \_\_\_\_\_ Resolved By: \_\_\_\_\_

Resolution: \_\_\_\_\_

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