

# Requisition, Issuance, and Control of Supplies, Equipment, and Building Keys, 1903.10

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

## ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

### 1903.10, REQUISITION, ISSUANCE, AND CONTROL OF SUPPLIES, EQUIPMENT, AND BUILDING KEYS

EFFECTIVE DATE:	12/11/2024
RESCINDS:	P&P 1903.9
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	POLICE PROPERTY SUPERVISOR
ACCREDITATION STANDARDS:	NONE
RELATED LAWS:	N/A
RELATED POLICIES:	N/A
CHIEF OF POLICE:	ERIC D. SMITH

#### CONTENTS:

1. PURPOSE
2. POLICY
3. DEFINITIONS
4. PROCEDURES
  - [4.1 Requisitions](#)
  - [4.2 Keys](#)
  - [4.3 Types of Equipment or Supplies](#)
5. FORMS

#### 1. PURPOSE

N/A

#### 2. POLICY

Equipment and supplies will be issued and replaced as needed by the Quartermaster Unit via requisitions. It shall be the policy of the Quartermaster Unit to ensure the security of the Orlando Police Headquarters (OPH) building and/or all substations by controlling all access and keys to spaces within the physical confines of the building.

#### 3. DEFINITIONS

N/A

#### 4. PROCEDURES

##### 4.1 REQUISITIONS

Completed Requisition forms shall be electronically emailed to Division Commander or designee for approval. Once reviewed and approved, Division Commander or designee shall forward the attached Requisition forms to

## **Requisition, Issuance, and Control of Supplies, Equipment, and Building Keys, 1903.10**

OPDQUARTERMASTER@Orlando.gov. Division Commander or designee shall enter the word "Approved" on the email sent to the Quartermaster Unit.

### **4.1.1 AFTER-HOUR REQUISITIONS SUPPLY HOURS**

The OPH Quartermaster window will be staffed from 0700 hours until 2000 hours Monday-Friday except for City recognized holidays. The Quartermaster Unit will be available to process requisitions during regular business hours. After 2000 hours and before 0700 hours requisition forms may be submitted to the Watch Commander via email. Upon receipt of a requisition form, the Watch Commander shall forward the approved requisition form to OPDQuartermaster@orlando.gov and indicate in the email that the order was filled. The Watch Commander will proceed to Quartermaster where they will gain access via their electronic access card. Upon entering the Quartermaster Unit, the Watch Commander will fill out the Watch Commander Log Book located on the counter just inside the Quartermaster entrance door. Watch Commanders shall not remove any item from Quartermaster without first filling out the Watch Commander's Log Book and emailing a completed signed approved requisition form. The Watch Commander's Log Book will serve as a reference to the Watch Commander about how to procure the requested item(s). Equipment orders should not be picked up after hours and only signed out from a unit employee during normal business hours.

### **4.1.2 EMERGENCY REQUISITIONS**

In an emergency, the ranking employee within a unit may requisition necessary supplies or equipment. These requisitions may be made at the Quartermaster window during business hours or to the Watch Commander if after 2000 hours and before 0700 hours. Blank copies of the requisition form are in the Watch Commander Logbook. Completed requisitions can be left in the logbook for the supply clerk to review on the next business day.

### **4.1.3 REQUISITIONS REFUSED**

Personnel of the Quartermaster Unit and/or the watch commander may refuse to fill a requisition if the request is improper or not in compliance with the policies of the Department.

If a requisition is refused, it will be returned within 24 hours to the person signing it who will communicate with the Fiscal Manager. If they refuse, the requisition will be submitted to the Chief of Police who has final authority.

## **4.2 KEYS**

### **4.2.1 ISSUANCE OF KEYS**

Supervisors shall accompany new or reassigned employees to the Quartermaster Unit where keys will be issued to permit them entry to the OPH building and their workspaces or provide a memo or email to the Property Supervisor authorizing issuance of the specific key number. Reassigned employees shall return workspace office keys to the Quartermaster Unit.

### **4.2.2 GRAND MASTER KEYS**

Grand master keys shall be issued only at the specific direction of the Chief of Police or designee to all official police managers.

### **4.2.3 TEMPORARY CHECKOUT OF KEY/ACCESS CARDS**

Temporary checkout of keys for specific rooms in the OPH building and/or access cards may be accomplished by advising the supply clerk of the area to which you wish to gain entry and by placing your signature and employee number in the temporary checkout logbook. Employees may only sign out temporary keys to areas in which they have already been approved access to unless the employee can provide written approval from a lieutenant or above. Only the Deputy Chief's and their assigned Admin Assistants are allowed to sign out a temporary key to

## **Requisition, Issuance, and Control of Supplies, Equipment, and Building Keys, 1903.10**

their offices. Only the Chief, Chief of Staff, Chief's Executive Assistant, and Support Services Manager can sign out a temporary key to the Chief of Police's Office.

Because of exceptional security considerations, several locks within OPH cannot be opened by the grand master key. Keys to those locks are kept at the Quartermaster window and a Watch Commander, for emergencies only, must authorize their use.

Temporary checkout keys shall be returned to the supply clerk as soon as possible and under no circumstances later than the employee's current tour of duty.

Note: Request for access to the Police Chief's office, corridors, and conference room areas will require an email from the Chief of Police or Chief of Staff approving key or card access to their respective areas. The approval email should be sent to the Support Services Manager for review and processing.

### **4.2.4 RETURN OF KEYS**

Upon termination, employees shall return all personal-issue keys to the Quartermaster Unit. Employees possessing keys not intended for their respective work areas shall return them to the Quartermaster Unit.

### **4.2.5 SECURITY GATE REMOTES**

Division Commanders and/or designees are eligible to receive security gate remote access to OPH and respective OPD parking lots/garages. Due to security concerns, alterations of unassigned security gate remotes are strictly prohibited. The Quartermaster Unit Police Property Supervisor will process the request and maintain a distribution log at the Quartermaster Unit office. Authorized personnel will sign for the remotes and return them upon completion of duty assignment or retirement. A remote tracking number will be assigned by the Quartermaster Unit.

## **4.3 TYPES OF EQUIPMENT OR SUPPLIES**

Various types of supplies and equipment can be issued by the Quartermaster Unit:

- a. Expendable items
- b. Nonexpendable items
- c. Personal-issue items
- d. Items ordered through City purchasing
- e. Equipment checked out at Quartermaster window
- f. Unrestricted equipment
- g. Restricted equipment
- h. Temporary-issue equipment

### **4.3.1 EXPENDABLE ITEMS**

Expendable supplies can be signed out via the counter sheet located at the Quartermaster Unit window between the hours of 0700-2000, Monday-Friday.

### **4.3.2 NON-EXPENDABLE ITEMS**

Except in emergencies, the requisitioning of non-expendable items other than personal-issue equipment must be approved by the applicable division commander before being submitted to the Quartermaster Unit by the requesting party. Non-expendable items are printers, GPS, and other items that cost under \$5,000 and are assigned an internal tracking number.

### **4.3.3 PERSONAL-ISSUE EQUIPMENT**

## Requisition, Issuance, and Control of Supplies, Equipment, and Building Keys, 1903.10

Personal equipment such as clothing, duty gear, 800-MHz radios, and firearms shall be requisitioned and replaced under the following circumstances:

- a. It has been lost or damaged.
- b. It is no longer serviceable due to normal wear and tear.
- c. It no longer fits properly.

Ordinarily, the Division Commander or designee must approve the issuance of personal equipment. However, in an emergency, the employee's Watch Commander on duty may approve with a signed requisition.

### 4.3.4 ITEMS ORDERED THROUGH CITY PURCHASING

Supplies and equipment that must be acquired through the City's Purchasing Department will normally take longer to acquire. Therefore, plans should be made to ensure the stock on hand is sufficient for at least two months after submitting the requisition.

### 4.3.5 EQUIPMENT ISSUED AT QUARTERMASTER WINDOW

The Department has several items of equipment such as radios, weapons, vehicles, etc., that may be checked out by authorized employees.

#### 4.3.5.1 CHECKING OUT TEMPORARY RADIOS

When checking out radios, officers will submit the paper checkout equipment card to the supply clerk at the Quartermaster window. In return, the officer will receive the requested equipment. The officer must immediately check in with the Communications Supervisor after being issued the temporary radio.

#### 4.3.5.2 VEHICLES

For procedures on checking out vehicles, refer to the current issue of P&P 1802, Use of City Vehicles, and the current issue of P&P 1801, Special Purpose Vehicles or Vessels.

### 4.3.6 UNRESTRICTED EQUIPMENT

Unrestricted equipment, such as bike helmets and duty gear shall be issued by the supply clerk at the request of an approving authority.

### 4.3.7 RESTRICTED EQUIPMENT

The Range Master will identify members trained and qualified in the use of restricted equipment. They will furnish the Quartermaster Unit with a list of those members' names and will be responsible for keeping the list current. Restricted equipment includes various types of long guns and rifles.

Restricted SWAT equipment will only be issued to SWAT team members trained to use it. The SWAT Team Commander will provide the Quartermaster Unit with a list of personnel authorized to use SWAT equipment. Any exceptions to this must have prior approval from the SWAT Team Commander or the Deputy SWAT Team Commanders. Watch commanders should be guided by the current issue of P&P 1306, Guide for Hostage, Suicidal, and Armed Barricaded Person Situations. Restricted SWAT equipment includes:

- a. Rifles assigned to SWAT
- b. Submachine guns
- c. Diversionary devices
- d. Night vision goggles
- e. Night scope
- f. Tactical ballistic shields

## Requisition, Issuance, and Control of Supplies, Equipment, and Building Keys, 1903.10

### 4.3.8 TEMPORARY-ISSUE EQUIPMENT

Equipment that may be checked out by the employee and can be kept for not more than seven days is considered temporary-issue equipment. The Quartermaster Unit will determine which equipment may be checked out for temporary use.

A logbook will be used for checking out all temporary-issue equipment.

Entries will include date out, time out, item, serial number or other identifying number, a legible signature, employee number, initials of the supply clerk accepting equipment when turned in, date in, a signature of the employee turning the item in, and any pertinent remarks.

All temporary-issue equipment, other than weapons and badges, must be returned to the Quartermaster Unit within seven days. Weapons and badges must be returned at the end of the member's tour of duty.

If there are extenuating circumstances and the equipment cannot be returned as specified, the employee will:

- a. Make prior arrangements with the Police Property Supervisor or
- b. Contact the Police Property Supervisor during normal business hours the following day to rectify the situation if prior arrangements were not made.

### 4.3.9 SURPLUS UNIFORM AND DUTY GEAR

The Quartermaster Unit shall maintain a surplus of serviceable uniforms and duty gear to be utilized by authorized personnel.

## 5. FORMS

ATTACHMENT A-Requisition Form