

# Truro Police Department

## EMPLOYEE INITIAL BRIEFING

*Policy Number: ADM 3.06*

**REFERENCE:**

*Effective Date: June 1, 2000*

*Revised Date: April 6, 2005*

*Accreditation Standards:*

*Mass. Gen. Law:*

*Other:*

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### **POLICY:**

It shall be the policy of the Truro Police Department to maintain control, accountability, and uniformity in the issuance, re-issuance, maintenance, and retrieval of all department owned property and equipment.

The Chief of Police will be responsible for coordinating this procedure. This will facilitate the orderly issuance of property and equipment to the new employee, and the retrieval of the property and equipment from the employee who is leaving the police department.

### **PROCEDURES:**

- 1. ENTRY BRIEFING:** The Chief of Police or his designee will brief each new employee of the Truro Police Department. The purpose of this briefing is:
  - A.** To make the employee aware of all services provided by the Truro Police Department.

**B.** To coordinate the issuance and re-issuance of property and equipment, when applicable to the position. This property may include, but is not limited to:

1. Truro Police Department Manual
2. Truro Police Department identification card
3. Truro Police Department hat badge
4. Truro Police Department breast badge
5. Locker and pad lock
6. Firearm and magazines
7. Traffic citation book
8. Parking violation book
9. OC/ Pepper spray
10. Ammunition
11. License to carry firearms
12. Portable Radio
13. Uniforms

**2.** **EMPLOYEE RESPONSIBILITY:** The employee is the custodian of, and is responsible for, the safekeeping and proper use of the property and equipment (see Truro Police Department Regulations.)

**3.** **RETURNING OF DEPARTMENT PROPERTY AND EQUIPMENT:** All personnel must return all issued equipment to the Chief of Police before leaving the employ of the department.