



ACTON POLICE DEPARTMENT

	DEPARTMENT MANUAL; P&P: Administration	
POLICY & PROCEDURE # 1.24	DATE OF ISSUE: 1/26/2024	EFFECTIVE DATE: 2/9/2024
SUBJECT: OPERATIONAL READINESS	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 17.5.2	<input type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

I. POLICY

- A. Maintaining stored Department property in a state of operational readiness is a responsibility of the position or unit to which the property is assigned **[17.5.2]**. The Chief of Police, or his or her designee, may delegate certain responsibilities to different Department members or units with regard to Department property. The responsibility to ensure readiness of Department property rests with the unit or position assigned that responsibility. All other stored operational property that is not assigned to a unit or position is the responsibility of the Patrol and Special Services Division Commanders. Officers should refer to this Department's Rules and Regulations (Section I), specifically Departmental Property and Equipment in subsection I for further information including the following wording:
- a. "Damaged, Defective or Inoperative Property and Equipment – Officers shall immediately report to the Shift Commander any loss or damage to Department property or equipment assigned to them. The Shift Commander shall also be notified of any defects or hazardous conditions existing in any Department property or equipment."
 - b. "Responsibility for Vehicle – An officer who is assigned to duty as an operator of a Department vehicle shall be responsible for checking the serviceability of the vehicle assigned to his use. Except, when the vehicle is in emergency use, the officer shall inspect the vehicle when it is turned over to him and shall submit a written report to his Shift Commander of any defects, damage or unserviceability of said vehicle. The officer, at the same time, shall also inspect the interior of the vehicle for the presence of any unauthorized articles."
- B. The intent of this Policy is to ensure that all stored property is maintained in a state of operational readiness. Operational readiness includes care and cleaning, preventive maintenance, repair, and workability.

- C. Whenever possible, the Division Commanders shall assign responsibility for operational readiness to units, supervisors, and individuals based on function as well as specialized skills, training, and knowledge. The Division Commanders shall also review, add to, and/or modify operational equipment listed on the appropriate inspection report form.
 - a. Property is issued to authorized users and includes:
 - i. cell phones,
 - ii. laptops, and
 - iii. tablets.
- D. It shall be the responsibility of the designated position to ensure that the listed equipment is operational at all times; by means of a program of inspection, preventive maintenance, repair and upgrade through individual action or referring the issue through the Chain of Command. Yearly, operational readiness inspections shall be conducted by the Supervisors or their designees and upon completion, forwarded to their Division Commander.

OPERATIONAL READINESS INFORMATION

History: Manual I, Section I.