

SUBJECT: TCSU Technical Equipment

EFFECTIVE DATE: September 14, 2000

The purpose of this Procedure is to establish a method of obtaining TCSU technical equipment by TCSU Agents. The equipment listed in this Procedure may be used for any departmental investigative purpose. Please keep in mind that TCSU Target Operations have priority over routine investigative cases in the use of TCSU technical equipment.

I. TCSU Technical Equipment Storage Facility

A. All TCSU technical equipment will be stored in the storage facility at the Kettering Police Department.

1. There will be two TCSU Equipment Agents.
2. Only TCSU Equipment Agents and in an emergency, the Kettering Police Department, TCSU Supervisory Agent will have access to the storage facility.
3. Two keys to the TCSU Technical Equipment Storage Facility shall be maintained.
 - a) The Kettering Police Department TCSU Equipment Agent shall have one TCSU Storage Facility key.
 - b) The second TCSU Storage Facility key shall be maintained in the Kettering Police Department Detective section safe.
 - c) The Kettering Police Department TCSU Supervisory Agent shall have access to the second key and shall provide it to the other TCSU Equipment Agent when necessary.

II. TCSU Technical Equipment Inventory

A. The two TCSU Equipment Agents will conduct quarterly (March, June, September, December) inventories and inspections of TCSU Technical Equipment.

1. The TCSU Equipment Agents will ensure that the TCSU equipment is operable.
 - a) The TCSU Director and the Kettering Police Department, TCSU Supervisory Agent shall be advised in writing of any inoperable or obsolete equipment.
 - b) The TCSU Equipment Agents shall note any needed repairs on the inventory form, log the equipment "Out of Service", ensure the equipment is repaired and log it "In Service" when it is repaired.
 - c) The TCSU Director shall maintain a Master TCSU Technical Equipment Inventory Report.
2. The TCSU Equipment Agents shall submit a copy of the TCSU Inventory Form to the TCSU Director, the Kettering Police Department, TCSU Supervisory Agent, and the Miami Valley Communication Council (MVCC) business manager.
 - a) The TCSU Director and Kettering Police Department, TCSU Supervisory Agent shall sign the inventory form.
 - b) The Kettering Police Department, TCSU Supervisory Agent, shall submit the inventory form as necessary per Kettering Police Department and CALEA policies.
 - c) The TCSU Director shall reconcile the quarterly TCSU Technical Equipment Inventory Form with the master TCSU Technical Equipment Inventory Form.
 - d) The MVCC business manager shall reconcile the quarterly TCSU Technical Equipment Inventory Form with the TCSU Total Inventory Form and advise the TCSU Director in writing of any discrepancies.

III. Obtaining TCSU Technical Equipment

- A. Only TCSU Equipment Agents can issue TCSU Technical Equipment except in an emergency at which time the Kettering Police Department, TCSU Supervisory Agent shall issue the equipment.
 1. Any TCSU Agent requiring TCSU Technical Equipment shall contact one of the TCSU Equipment Agents and schedule an appointment to obtain the equipment.

- B. The TCSU Agent obtaining the TCSU Equipment shall complete the TCSU Equipment Sign Out/In Form.
 - 1. The TCSU Equipment Agent issuing the equipment shall note the condition of the equipment and any missing parts in the comments section of the TCSU Equipment Sign Out/In Form.

IV. Returning TCSU Technical Equipment

- A. Only TCSU Equipment Agents can receive TCSU Technical Equipment except in emergency situations at which time the Kettering Police Department, TCSU Supervisory Agent shall receive the equipment.
 - 1. Any TCSU Agent returning TCSU Technical Equipment shall contact one of the TCSU Equipment Agents and schedule an appointment to return the equipment.
- B. The TCSU Agent returning the TCSU Equipment shall complete the TCSU Equipment Sign Out/In Form.
 - 1. The TCSU Equipment Agent receiving the equipment shall check the condition of the equipment and for any missing parts and will annotate same in the comments section of the TCSU Equipment Sign Out/In Form.

The Use of TCSU Technical Equipment is listed in TCSU Procedure #9, Surveillance Equipment.

This Procedure supersedes TCSU Procedure #4 issued on September 14, 2000.

FORMS ATTACHED:
TCSU Technical Equipment Inventory Report
TCSU Sign Out/In Form

Revised: February 1, 2006
Director Charles J. Gift