



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



430.03 RETIREMENT AND PURCHASE OF EMPLOYEE EQUIPMENT 05-04-17

PURPOSE

The purpose of this order is to establish procedures to permit employees to purchase Department-issued equipment.

POLICY

It shall be the policy of the Sacramento Police Department to allow employees who retire from the Department in good standing to purchase their issued duty badges, shields, hat pieces, and/or duty weapons with the approval of the Chief of Police.

PROCEDURE

A. GENERAL

1. Badges of officers killed in the line of duty shall be retired from the Department badge roster.
2. The Chief of Police (COP) shall have the ultimate decision-making authority as to the purchase of any Department-issued equipment.
3. Employees leaving the Department prior to retiring may not purchase Department-issued equipment unless authorized by the Chief of Police as outlined in section B.2. and C.1.b. below.
4. The COP may consider the following when approving the purchase:
 - a. Current law.
 - b. Needs of the Department.
 - c. Original funding source of the equipment.
 - d. Procurement regulations.
 - e. Any other issues that may prohibit purchase.
5. Upon approval of purchase and prior to the equipment being returned to the employee, appropriate purchase agreements shall be signed.

B. BADGES AND HAT PIECES

1. Any employee wishing to purchase his/her badge, shield, and/or hat piece shall have had at least ten (10) years of continuous service with the Department.
2. The employee shall email the completed SPD 981 requesting authorization to the Personnel Services Division (PSD) at "SPD Personnel" and cc his/her chain of command.
3. The PSD shall
 - a. Verify that the employee is eligible to purchase the equipment.
 - b. Forward the completed SPD 981 to the COP for approval.
 - c. Ensure that the employee pays for the cost of a replacement badge, shield, and/or hat piece and engraving.
 - d. Arrange to have the back of the badge properly engraved to indicate that it is no longer an official duty badge.

C. DEPARTMENT OWNED FIREARMS

1. Any employee wishing to purchase his/her duty weapon shall
 - a. Contact the Governmental Affairs Unit (GAU) and express his/her interest in purchasing his/her duty weapon. The GAU shall obtain a fair market value for the weapon from the armorer and contact the employee to inform him/her of the purchase price for the weapon.
 - b. Submit a signed Agreement for Sale of Police Duty Weapon (SPD 982), including his/her name, make, model number, caliber, serial number, and price for the duty weapon, and a purchase memorandum addressed to the COP through his/her chain of command.



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2. Supervisors shall
 - a. Review the purchase memorandum and the SPD 982.
 - b. Ensure that the purchase memorandum addresses the considerations outlined in Section A.4.
 - c. Forward the completed purchase memorandum and the SPD 982 to the GAU.
3. The GAU shall
 - a. Forward the SPD 982 and the purchase memorandum to the COP for signature.
 - b. Ensure that payment is provided by the employee (checks shall be made payable to the City of Sacramento).
 - c. Process the SPD 982 and deliver the employee's check to the Fiscal Operations Unit.