



## **SAFEGUARDING DEPARTMENT PROPERTY**

### **PURPOSE**

The purpose of this Training Bulletin is to remind all Los Angeles Port Police employees on the policies and procedures for safeguarding all Department Issued Property.

### **PROCEDURES**

All employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them during his/her employment with the City. Department employees are reminded not to leave department issued keys, badges, access cards or other tactical equipment in an unattended vehicle, as this compromises the safety of all department personnel.

An employee's intentional or negligent abuse or misuse of department property may lead to disciplinary actions. (Refer to LAHD Employee Manual, Report of Lost or Stolen Department Property, Section 2.120).

### **STORAGE OF FIREARMS**

Los Angeles Port Police members shall ensure all firearms are locked and secured while in their homes, vehicles or any other area under their control in a manner so others do not have access to the firearm.

When leaving a firearm in an unattended vehicle, members shall ensure it is locked in the trunk in a locked container out of view or in a locked container permanently affixed to the vehicle's interior. (Refer to the Los Angeles Port Police Department, Firearms, Section 312; Storage at Home, Section 312.5.2 & Storage in Vehicles, Section 312.5.4).

### **REPORTING LOST OR STOLEN PROPERTY**

It is the responsibility of the employee to report the loss or theft of any Department property as soon as permitted to their immediate supervisor. A written report shall be submitted by the employee at the direction of their immediate supervisor. (Refer to the Los Angeles Port Police Department, Department Owned and Personal Property Policy, Section 700).

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