



DEPARTMENTAL
GENERAL
ORDER

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Index as:

Ref: CALEA
Standards 17.2.1;
17.3.1; 17.5.1

Books and Periodicals
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Training and Reference Material,
Purchase and Maintenance Procedures
Video Tapes and Equipment

**TRAINING AND REFERENCE MATERIAL,
PURCHASE AND MAINTENANCE PROCEDURES**

The purpose of this order is to set forth policy and procedures for the purchase and maintenance of training video tapes, video equipment, books, periodicals, maps, and other reference materials required by organizational units.

I. TRAINING VIDEO TAPES AND VIDEO EQUIPMENT

- A. It shall be the responsibility of the Training Section to order and maintain training video tapes and video equipment.
- B. Members and employees who wish to borrow projection equipment or films shall follow sign-out procedures established by the Training Section. It shall be the responsibility of the borrower to exercise due care of the borrowed item and its prompt return. Whenever a borrowed item is found to be inoperable, the borrower shall immediately notify the Training Section.
- C. The Training Section shall ensure that personnel borrowing the equipment are properly trained and sufficiently knowledgeable to operate and maintain the equipment.

II. VIDEO TAPE AND EQUIPMENT

- A. It shall be the responsibility of the Training Section to store, catalog and loan video tapes.
- B. The Training Section shall provide free, on-site access to edit/copy equipment to Department personnel who are properly trained to operate such equipment.
- C. Video cassette recorders (VCR) and television monitors shall be maintained in each bureau. If the VCRs and monitors are not available in the bureau, contact the Training Section.

III. BOOKS, PERIODICALS AND REFERENCE MATERIAL

- A. Unit commanders/supervisors shall submit their requests for books, periodicals and reference material to the Training Section Commander via interoffice memorandum. The exact title of the publication, publisher's name and address, estimated cost of the publication, and the International Standard Book Number (ISBN), if known, shall be included in each request along with the justification.
- B. At the beginning of the fiscal cycle, the Research, Planning and Budget Division shall notify the Training Section Commander of the approved budget for books, periodicals and other reference material.
- C. The Training Section Commander shall be responsible for the review and approval/denial of all requests.
 - 1. When a request has been approved by the Training Section Commander and the Chief of Police, the Training Section shall order the material requested and distribute it to the requesting unit or place it in the Departmental library as appropriate.
 - 2. When a request has been denied, the Training Section Commander shall note the reason on the request and return the interoffice memorandum to the requesting commander/supervisor.
- D. It shall be the responsibility of the requesting commander/supervisor to check on the status of the request if no response is received from the Training Section within three weeks.

IV. MAPS

The Crime Analysis Section shall maintain a supply of beat maps for use by Departmental units.

By order of

A handwritten signature in black ink, appearing to read "R. Word". The signature is written in a cursive, flowing style.

Richard L. Word
Chief of Police

GO43/A-10