

# Chief Commissioner's Instruction

*The following instruction is issued pursuant to the powers of the Chief Commissioner under section 60, Victoria Police Act 2013. This Chief Commissioner's Instruction was originally published on the Victoria Police intranet on 27 November 2020 and is effective from that date. This instruction expires 12 months from publication or until earlier cancelled or reissued.*

## CCI 03/20 Equipment tracking management system

### Context

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The Victoria Police Equipment Tracking Management System (ETMS) is a software program designed to track and manage Victoria Police equipment, including Operational Safety Equipment (OSE).

ETMS replaces multiple stand-alone systems used to manage Victoria Police equipment including Hardcat.

This CCI has been developed to support the progressive deployment of ETMS across the organisation.

### Scope and application

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This CCI applies to all employees performing duties at an ETMS location.

### References

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This CCI is supported by and should be read in conjunction with the following:

- CCI 06/19 Body worn camera deployment
- VPM Conducted energy devices
- VPM Firearms governance and auditing
- VPM Management of Victoria Police issue firearms
- VPM Operational safety equipment
- Workplace Standards and Inspections Manual

Where there is a conflict between the Victoria Police Manual and this CCI, the CCI takes precedence.

### Definitions

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The following definitions apply to this CCI:

- **ETMS equipment scope** – is equipment defined in **ETMS Operational Guidelines**
- **Equipment issue officer** – employee of Victoria Police who is required, as part of their duties, to issue members or PCOs with OSE
- **ETMS** – Victoria Police maintained equipment tracking management system
- **ETMS location** – a work unit where ETMS has been deployed.

Also refer to the general [VPM Dictionary](#) for definitions and acronyms.

### Responsibilities and procedures

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#### Equipment to be managed using ETMS

1. Victoria Police equipment that must be managed using ETMS is defined in the **ETMS Operational Guidelines**.

2. Equipment that is outside the scope of ETMS is to be managed in accordance with existing procedures.
3. Work unit managers must ensure they are familiar with the **ETMS Operational Guidelines** and that all equipment is managed in accordance with those guidelines.

## Training and system access

4. ETMS online training must be completed by all users including:
  - work unit managers
  - supervisors
  - equipment issue officers.
5. System access must only be granted to employees that have completed the mandatory online training.

## Roles and responsibilities

### *Work unit manager*

6. Work unit managers must ensure:
  - all in scope equipment at the work unit is managed using ETMS and in line with **ETMS Operational guidelines** and **VPM Operational safety equipment**
  - an equipment issue officer is nominated for each shift
  - access to equipment is restricted to persons authorised to issue equipment.

### *Supervisors*

7. The shift supervisor must:
  - endorse the ETMS end of each shift report as inspected and accurate
  - action all equipment discrepancies and faults.

### *Equipment issue officer*

8. Equipment issue officers must ensure:
  - all equipment is accounted for and any faults are being managed
  - equipment is only issued to authorised members and PCOs
  - the issue and return of equipment is managed in line with **ETMS Operational Guidelines** and **VPM Operational safety equipment**.

## Further advice and information

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For further advice and assistance with this instruction, contact the ETMS project team [ETMS-MGR@police.vic.gov.au](mailto:ETMS-MGR@police.vic.gov.au)