

Victoria Police Manual – Policy Rules

Managing equipment

Context

Victoria Police equipment is subject to certain conditions regarding its issue, use, purchase, recording, management, replacement and disposal.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the VPM Professional and ethical standards to inform the decisions they make to support compliance with Policy Rules.

These Policy Rules apply to all employees.

Rules and Responsibilities

1. Definitions

Equipment – where relevant, equipment includes items of uniform

2. Use of telephones

2.1 *Private use of Victoria Police telephones*

Private STD calls and calls to private mobile phones may only be made in exceptional circumstances. Record the call in the telephone message book.

2.2 *Use of mobile telephones*

Private mobile phones - where an issued mobile phone is not available, employees may carry private mobile phones. The following applies:

- privately owned mobile phones may only be used for operational duties in case of an emergency. Only in exceptional circumstances where radio communications are impractical or not appropriate can mobile phones be used for direct communication between operational areas.
- employees may seek reimbursement for work related telephone calls, refer Chapter 7: Expenditure, Victoria Police Accounting Manual.

- personal calls made/taken are to be brief, discreet and of an urgent essential nature
- carriage must not interfere with other operational duties
- an employee's manager may revoke or suspend approval to carry a personal mobile phone.

Victoria Police issue mobile phones –

- must be purchased from the IT Catalogue. Three levels of mobile phones are identified in the IT Catalogue:
 - Smartphone remotely connectable to the Victoria Police network
 - Smartphone connectable by cable to the Victoria Police network
 - Non-connectable mobile phone.
- are used only to make and receive telephone calls and text messages (see **VPMP IT Equipment and Software** for instructions relating to smartphones).
- are to be used for police purposes only. Personal calls made/taken are to be brief, discreet and of an urgent essential nature
- should not be used as a replacement for radio communications. They should only be used for direct communication between operational areas in exceptional circumstances or where radio communications are impractical or not appropriate
- the Regional and Departmental Finance Centres must ensure that all mobile telephone accounts are audited and retained until approved for disposal in accordance with **VPMP Information review, retention and disposal**.

Recording of telephone number – include any mobile telephone number to be used as a contact during an employee's shift on the District Resource Sheet.

Use of mobile phones whilst driving – if there is a need to use a mobile phone while driving either use a hands free kit or pull over (unless there are exceptional circumstances).

3. Purchase/acquisition of equipment

3.1 *Police identification and police equipment*

The Victoria Police Identification and Equipment Register (managed by Logistics Support Branch) lists specific items which may only be manufactured, possessed, used or supplied in accordance with s.255, *Victoria Police Act 2013*. These items may only be obtained using the procurement process.

3.2 *Ordering/purchasing stores and other items*

- Logistical Support Branch Catalogue includes details of all stores, equipment, forms and uniform items in stock at the police store. It is available from the Infrastructure and IT Department intranet site.
- To obtain items not included in the Logistical Support Branch Catalogue either:
 - purchase with petty cash if \$200 or less, see section 5 of this policy
 - seek advice from the local Business Services Centre (BSC).
- Order stores and other items on a Requisition to Supply [Form 600] and purchase according to the Victoria Police Purchasing Manual. For advice on purchasing contact a BSC.

3.3 *Special procedures*

- Computer equipment and services – see **VPMG Obtaining IT equipment and services**.
- Communications and telephone equipment – contact Infrastructure and IT Department.
- Ammunition and firearms – see **VPMP Firearms governance and auditing**.

3.4 *Personal purchase of equipment*

- Employees may purchase equipment (other than operational safety equipment) for use on duty only if the item meets Victoria Police standards. For advice contact Logistical Support Branch.
- Employees may not purchase items to replace lost, stolen or damaged equipment.

3.5 *Donations of equipment*

See **VPM Donations and sponsorships**.

4. Lost, defective or damaged equipment

Type of Item	Circumstances	Employee	Action	
Equipment and Uniform	- Lost - Stolen - Intentionally damaged	Employee responsible for the equipment/uniform	- Submit LEAP reports with Victoria Police as victim. - Send copy of LEAP report and Form 1409 to Divisional Manager	
	Unintentional damage		Submit Form 1409	
Equipment recorded on the Assets Register	- Lost - Stolen	Employee responsible for the equipment	In addition to the above, send copy of the Form 1409 to: - Fixed Assets Unit (FAU), BSD - Risk Management Unit, FSD	
	- Damaged - Replaced	Employee responsible for the equipment	In addition to the action required for equipment or uniform, send report and asset details to the FAU.	
Equipment acquired from Police Store or other suppliers	- Faulty - Defective - Inferior quality	Employee responsible for acquiring the equipment	Notify BSC	
Radio	- Lost - Stolen - Damaged	Employee who had possession of the radio or discovered the loss/theft	Regional Mobile Radio (RMR): - Report to Manager, Radio Operational Support Service (ROSS), Infrastructure & IT - Advise Police Communications	Metropolitan Mobile Radio (MMR): - Report to Motorola Helpdesk and obtain a Service Request Number to include on the Form 47. - Advise Police Communications and ensure radio is inhibited
			- All radios: - Notify Station Manager or supervisor and submit: - Form 47 detailing the circumstances of loss, theft or damage and Form 1409 - LEAP Lost Property and Loscon forms, if applicable - Provide copies of forms to OIC Police Communications.	
IT Hardware	- Damaged - Lost - Stolen	Employee responsible for the equipment	- Contact IT Help Desk - Notify Station Manager or supervisor.	
Telephones	Faulty	Employee who discovers the fault	- Notify Victoria Police Centre switchboard. - If repairs or alterations are necessary, contact ICT Services and Infrastructure Group.	
Firearm	- Lost - Stolen	Employee who had possession of the firearm or discovered the loss/theft	- Advise Police Communications - Submit reports with Victoria Police as victim - Report loss/theft to Divisional Manager who must forward incident reports to: - Licensing Services Branch - Armoury Section, I&IT - Where a lost/stolen firearm is recovered or subsequently held as an exhibit, the investigating member must notify the above two areas	
PBT	Lost	Employee who had	Notify Station Manager or supervisor	

	• Stolen • Damaged or faulty	possession of the PBT or discovered the loss/theft	• Submit LEAP reports with Victoria Police as victim • Submit Form 1409 for loss/theft • Station Manager to send copy of file and outline of circumstances with request for replacement to Road Policing Drug and Alcohol Service as soon as possible • Region or Department will bear the cost of replacement
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5. Replacement of equipment

- Use requisition procedures [Form 600] when replacing equipment. Where possible, return old articles to Logistical Support Branch, Infrastructure and IT.
- If applicable attach a copy of the relevant Incident Report.
- Employees must not replace any item by private purchase.

6. Responsibility for equipment

6.1 *Equipment issued to employees*

- Employees are responsible for the proper custody, care and use of items of equipment issued to them, and are accountable for any loss, damage or deficiency.
- Items of equipment issued to an employee are not transferable and remain in the employee's charge until withdrawn, replaced or returned to the place of issue.

6.2 *Ceasing of entitlement*

Return articles to Logistical Support Branch when entitlement or requirement for them ceases.

6.3 *Death, retirement or resignation of employee*

See VPMG Retention of issued equipment.

7. Damaged property

Employees may claim ex-gratia payments for damaged, destroyed or lost personal property. Each case will be assessed on its merits and in accordance with section 13, Chapter 7 of the Victoria Police Accounting Manual.

8. Use of and access to lockers

- **General** – personal lockers, correspondence lockers and desks are allocated to employees for the storage of issue equipment, official correspondence and personal items necessary for duty.
- **Loss or damage** – Victoria Police and the government does not accept responsibility for loss of or damage to employees' personal property.
- **Storage of exhibits** – do not keep property and exhibits in personal lockers, correspondence lockers or desks. See **VPM Property and exhibit management**.
- **Inspections** –
 - personal lockers, correspondence lockers and desks are Victoria Police property and must be opened for inspection or search on request of the Station Manager
 - if necessary, a locker or desk may be opened by force and searched at the direction of an Officer and in the Officer's presence
 - conduct any inspection or search in the presence of the person to whom the property was allocated. If this is not possible, conduct it in the presence of witnesses, one of whom should be an Officer.

9. Assets and PAIR

Work unit managers are responsible for the management of:

- Assets in their workplace in accordance with chapter 10 of the Victoria Police Accounting Manual
- Portable and Attractive Items Registers (PAIR) in accordance with chapter 17 of the Victoria Police Accounting Manual.

Further Advice and Information

For further advice and assistance regarding these Policy Rules, contact Logistics Support Branch, Infrastructure and IT Department.

Update history

Date of first issue	22/02/10	
Date updated	Summary of change	Force file number
22/02/10	Direct transfer from previous VPM, no changes made	
08/11/10	Update of procedures for lost, damaged and stolen radios in table located at Section 4.	065190/10
22/11/10	Replacement of exact value of asset threshold with a reference to Accounting Manual. Update of department names throughout to reflect organisation change.	064270/10
07/11/11	Amendment to stipulate that mobile phones are to be ordered from and in accordance with the IT Catalogue.	059316/09
01/07/14	Previously VPM 212-2 Managing equipment and assets. Information addressed in VPAM removed. Inclusion of s.255, <i>Victoria Police Act 2013</i> requirements.	FF-087834
18/07/16	Clarification that Regional and Departmental Finance Centres must ensure mobile telephone accounts are audited and retained until approved for disposal.	FF-098521
02/08/19	Instrument names amended to reflect updated donations and sponsorships policy.	FF-140620
08/02/23	Change of form reference from VP 63 to VP 1409 to reflect changes made to reporting requirements for lost, stolen or damaged Victoria Police owned items. Instrument names amended to reflect updated VPM Property and exhibit management .	N/A