

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> August 26, 2015		<b>Amended Date</b>		<b>Directive</b> 1.11.1	
<b>Subject</b> Personally Owned Equipment					
<b>Reference</b>			<b>Approved</b>  Chief of Police		
<b>Distribution</b> All Personnel City Manager City Attorney		<b>TPCA Best Practices Recognition Program Reference</b>  1.11		<b>Review Date</b>  January 22, 2019	
				<b>Pages</b>  2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this policy is to require that all employees obtain written approval from the Chief of Police or designee prior to carrying and/or using personally owned equipment while in the performance of their duties.

**SECTION 2 POLICY**

It is the policy of the department that employees may not carry or use personal owned equipment while in the performance of their duties without prior written approval from the Chief of Police or designee. It is also the policy of the department that the department does not accept responsibility for loss or damage of any personal items used while in the performance of duties.

**SECTION 3 PROCEDURES**

- A. Officers wishing to carry and/or use personally owned handguns, long guns, or any other type of weapon or personal equipment while in the performance of their duties must first obtain written permission from the Chief of Police or designee.
- B. Officers should address the memorandum to the Chief of Police or designee stating the type of weapon or equipment they wish to carry/use and the purpose of the equipment.
- C. Requests to carry personally owned firearms must include the make, model, caliber, serial number, and a copy of the firearms qualification record with a Lancaster Police Department firearms instructor's signature as required by the Lancaster Police Department General Orders Manual, Directive 3.01.1 "Firearms and Qualification."
- D. Officers who wish to use personally owned body worn cameras while in the performance of their duties must first obtain written permission as stated above in this directive.
  - 1. All digital multimedia evidence recordings that are captured using an approved personally owned body camera during the scope of an officer's duty is the property of the department and is subject to State, City and department policies regarding viewing, release, retention and destruction.

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2. Digital multimedia evidence recordings shall not be converted for personal use and accessing, copying, editing or releasing recordings or depictions of recordings without proper authority and/or approval is strictly prohibited.
3. All digital multimedia evidence recordings captured using an approved personally owned body camera during the scope of an officer's duty shall be downloaded and saved in a secure manner as required by the Lancaster Police Department General Orders, Directive 11.01.1 "Property and Evidence Management."

E. The department does not accept responsibility for loss or damage of personal items such as jewelry, designer clothing, sunglasses, or other personal items or equipment.

F. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.