



# EQUIPMENT

Enforcement Division

Policy Number: LE 5.00.00

Effective Date: 2/1/08

## POLICY

The Texas Alcoholic Beverage Commission (TABC) Enforcement Division supervisors will issue agency-owned equipment to certified peace officers (CPOs) as necessary and as funding permits. They will use the *Equipment Assignment Report* to document the issuance of equipment. CPOs may purchase other equipment at his or her own expense to substitute for or use in addition to agency-issued equipment, upon the approval of a supervisor.

Agency-issued equipment will be used to carry out TABC-related duties. CPOs may additionally use some agency-issued equipment when off-duty. Refer to HR-1.10 Off-Duty Employment in the Human Resources Policy Manual.

Each CPO is accountable for the responsible use, care, and maintenance of all his or her equipment. Employees of the Compliance Division will supervise the equipment issued to the Enforcement Division. Refer to the Compliance Procedures Manual for related policies and procedures.

CPOs will return all equipment upon departure from the agency.

## ROLES AND RESPONSIBILITIES

**Sergeants and supervisors shall** periodically check equipment issued by the agency to ensure that the CPO still possesses the equipment and that it functions properly.

## PROCEDURES

- a. A captain or his or her designee will approve and issue equipment as needed.
- b. CPOs to whom equipment is issued will be responsible for the protection and maintenance of the equipment.
- c. CPOs will keep agency-issued equipment available for immediate use while on duty.
- d. A CPO will notify his or her sergeant or supervisor when equipment needs repair. The supervisor will determine whether to authorize any repairs.
- e. If a CPO loses a piece of equipment, the CPO will explain this loss in writing as an inter-office communication to their sergeant or supervisor. The sergeant will submit this document through the chain of command to Enforcement Headquarters.
- f. If a supervisor determines that the CPO's negligence resulted in the damage or loss of equipment, the CPO may be required to pay for the replacement cost of the equipment. Repeated damage or loss of equipment will be recorded on an employee's evaluation.
- g. Controlled Forms. Lieutenants will ensure that the issuance of the following forms are recorded in the *Controlled Form Log*:

- administrative notice books;
- criminal citation books; and
- seizure books.

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**FORMS**

*Equipment Assignment Report*  
*Controlled Form Log*

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