
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.17.9	
Subject:		Distribution:
Office Equipment, and Supplies		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 98-43
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

In order to promote the most efficient and effective use of the department's general office equipment and systems, the following policies and procedures are to be strictly adhered to.

POLICY

General office equipment and systems are to be utilized only for Township related business and any other business specifically authorized by the Superintendent of Police or Division Commanders.

PROCEDURE

A. Photocopiers

1. The Photocopier capable of managing our daily copying and scanning requirements is located in the Report Review Area of the Auxiliary Services Unit.
2. A satellite machine has been placed in the Investigations Unit and is suited for accomplishing faxing, scanning and basic copying needs only.
3. In order to remain within our budgeted limits for copying, the bulk of photocopies must be made on the copier located in Auxiliary Services.
4. The Investigations Unit copier is to be used during the daily operation of the Investigations Unit in the reproduction of single reports, legal forms and documents, etc. This machine may be used by patrol personnel.

B. General Office Equipment

1. Office equipment is distributed according to need, with consideration being given to placement in the areas where that equipment will be most effectively and efficiently utilized.
2. Equipment is not to be removed from areas where it is stationed. Equipment assigned to individuals may be shared with coworkers, however, it is the assigned personnel's responsibility to assure that the equipment is properly cared for and returned in a timely manner.

C. Office Supplies

1. Personnel requiring office supplies should forward requests to the Office of Facilities Maintenance by email.
2. Personnel needing miscellaneous supplies such as pens, pads, notebooks, etc., can pick these up at report review where a limited supply is kept. Only report review officers are permitted to distribute supplies from this storage area. Supplies are only available when report review officers are on duty.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.