
	GAITHERSBURG POLICE DEPARTMENT		
	Borrowing & Loaning Equipment		
	GENERAL ORDER	700.3	
Effective Date	04/06/2015	None	
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

The Department strives to maintain relationships with other agencies and jurisdictions that foster a spirit of teamwork and cooperation. When circumstances arise in which the borrowing of equipment from other jurisdictions is deemed appropriate, agreements are often already in place with other agencies to facilitate meeting these needs. The Department will reciprocate by lending its equipment to requesting jurisdictions when deemed appropriate.

II. ACQUISITION PROCEDURES

A. Approval by Senior-Ranking Officer On-Duty Required

1. If a situation arises in which the Department needs to acquire certain equipment for use on a temporary basis, the senior ranking officer on-duty may request the resources from other jurisdictions with which the Department has entered into an agreement.
2. All requests for resources will be made as follows:
 - *The GPD Supervisor will contact the senior-ranking officer on-duty from the jurisdiction that has the resource(s) being sought;*
 - *The nature and location of the situation/emergency will be provided to the other agency; and*
 - *The type(s) of equipment and resources needed will be detailed.*

A. Return of Equipment to the Lending Jurisdiction

1. All borrowed equipment will be returned to the lending jurisdiction in the same condition in which it was received.

III. PROCEDURES FOR LENDING

C. Contingencies

1. Using an *Equipment Loan Agreement*, GPD will loan equipment to law enforcement agencies that are signatories to agreements with the Department.
2. When the Department lends a piece of equipment to another law enforcement agency, qualified members of the Department will:
 - *Determine that it is safe and in a condition capable of being loaned; and*
 - *Ensure that an Equipment Loan Agreement is executed by the lending and borrowing agencies.*

B. Return of Equipment to GPD

1. When borrowed GPD equipment is returned to GPD, a qualified member shall inspect it to ensure that it is being returned in the same condition that the borrowing agency received it.