



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Vault Access & Key Control, Vehicle/Key and Taser Issue* **Number:** *603-C*

Effective Date: *January 1, 2001*
2012

Revised Date:*September 12,*

Rescinds:	<i>021</i>	Dated: <i>November 23, 1993</i>
	<i>603 Supply Room Access & Key Control,</i>	<i>January 1, 2001</i>
	<i>Vehicle/Key Issue and Radio Issue</i>	<i>August 21, 2009</i>
	<i>603-A Briefing Room Storage Cabinet Access & Key</i>	
	<i>Control, Vehicle/Key and Taser</i>	
	<i>603-B Vault Access & Key Control, Vehicle/Key</i>	<i>July 21, 2009</i>
	<i>and Taser Issue</i>	

Approved By:

PURPOSE

To provide written guidelines for access to the Vault and the issuing of vehicle keys and Tasers.

REGULATION

Access to the Vault is limited to Supervisory officers (Corporals & above) of the Myrtle Beach Police Department personnel assigned to the Office of Professional Standards and Training. Vehicle key assignments and the assignment of Tasers will be the sole responsibility of the supervisory officers. A copy of this policy will be affixed to the wall in a visible location in the Vault.

PROCEDURE

1. VAULT ACCESS

- A. The Uniform Patrol Lieutenant, Sergeants, Corporals and Special Operations Lieutenant, Sergeants, Corporals, OPS, Duty Lieutenant and Training will be the only persons permitted to have access to the Vault.

- B. The Vault will not be left open and unattended under any circumstances.

2. VEHICLE KEY AND TASER CONTROL

- A. Only authorized supervisory officers will issue vehicle keys and Tasers from the Vault.
- B. The vehicle assignments will be recorded in the vehicle logbook showing the date/time issued and the officer assigned
- C. When the vehicle is returned, the date/time returned will be recorded in the vehicle logbook and the key replaced on the appropriate key hook.
- D. The Taser assignments will be recorded in a logbook showing date/time **and percentage** issued and the officer assigned.
- E. When the Taser is returned, the date/time returned **and percentage** will be recorded in the Taser logbook and the Taser replaced to **its** appropriate location.

3. PATROL RIFLES AND PEPPER BALL LAUNCHING SYSTEM

- A. Only authorized supervisory officers will issue patrol rifles and launching systems from the Vault.
- B. Refer to Procedures 261-A and 249-A respectively for handling of the weapons.

4. LOGBOOKS

- A. The logbooks will be separated into individual sheets for each Taser and vehicle assigned.
- B. Log sheets will be forwarded to the Property & Evidence Section when completed. The Property & Evidence Section will store the log sheets by vehicle/Taser number.