



**SACRAMENTO POLICE DEPARTMENT  
OFFICE OF INVESTIGATIONS**



**410.02  
EQUIPMENT INITIAL ISSUE - DETECTIVES  
3-24-2021**

**PURPOSE**

The purpose of this policy is to establish procedures for the initial issue and receipt of specified equipment and training for newly appointed detectives.

**POLICY**

It shall be the policy of the Sacramento Police Department to furnish newly appointed detectives certain specified equipment, computer access, and to collect or remove these items upon the transfer of a detective to another assignment.

**PROCEDURE**

**A. NEWLY APPOINTED DETECTIVES**

The respective detective's unit sergeant shall ensure the following items are furnished to newly appointed detectives:

1. Detective Shield (issued through the OOI Administrative Analyst)
2. Office of Investigations key card access upgrade (available through PSIT)
3. Desk key (if available, issued through OOI Administrative Analyst)
4. Upgraded computer access (available through the Records Division)
5. Versadex Training (given during Detective Orientation training)

**B. OPTIONAL ITEMS**

Newly appointed detectives have the option of receiving the following items from the Property Section:

1. Small Pepper Spray
2. Plain Clothes Holster
3. Plain Clothes Magazine Holder
4. Plain Clothes Handcuff Case

**C. TRANSFERRED DETECTIVES**

When a detective is transferred from the Office of Investigations, the detective's immediate supervisor shall ensure the following occurs:

1. Detective Shield is collected and returned to the OOI Administrative Analyst
2. Office of Investigations keycard access is updated to the appropriate level
3. Desk Key (if issued) is returned
4. Versadex Access is downgraded