

# CULVER CITY POLICE

## TRAINING INFORMATION

DATE: January 13, 2026

NO: 2026-02

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### Armory Access & Equipment Checkout Protocol

#### Introduction:

The purpose of this training memorandum is to reinforce and clarify Department procedures regarding armory access, equipment accountability, and checkout/return requirements. Adherence to these procedures is mandatory for all personnel and essential for maintaining operational readiness, security, and accountability of Departmental equipment.

#### Overview:

The armory houses critical equipment and weapons that must be safeguarded at all times. To ensure proper security and accountability, access to the armory and the handling of equipment has been restricted to designated personnel only. These procedures are designed to:

- Prevent unauthorized access
- Ensure accurate tracking of issued equipment
- Maintain readiness of all departmental assets
- Reduce loss, theft, or misuse of equipment
- Standardize the check-in/check-out process

#### Armory Access Restrictions

Effective immediately, the ONLY personnel permitted to access the armory are:

- The Front Desk Officer / CSO
- A Supervisor

No other employees, including Officers, professional staff, or temporary personnel, are authorized to enter the armory for any reason unless escorted by or receiving equipment directly from one of the authorized individuals listed above.

Note: Authorized personnel are required to use their individually assigned access codes when entering the armory. Access codes are not to be shared or provided to any other employee under any circumstances.

#### Equipment Checkout & Return Protocol:

To maintain consistent accountability, the following procedures apply to all personnel obtaining equipment from the armory:

1. Equipment must be checked out directly from the armory
  - Equipment shall be issued only by the front desk officer/CSO or a supervisor. Personnel are prohibited from retrieving equipment on their own, even if the armory is unlocked or unattended.

2. End-of-shift return is mandatory
  - All equipment must be returned to the armory before the end of the employee's shift. Equipment shall be returned only to the front desk officer/CSO or a supervisor. Equipment shall not be left unsecured or handed off to another employee.
3. No exceptions under any circumstances
  - These procedures apply regardless of assignment, or perceived convenience. Failure to follow protocol will result in corrective action.

**Watch Commander Expectations:**

The on-duty *Day Watch* Commander shall document in the Watch Commander's log any equipment that has not been returned and confirm when all items have been accounted for (see attached example). The names of personnel with outstanding equipment shall remain listed in the log until the items have been returned to the armory.

**Additional Expectations:**

The following apply at all times while handling equipment associated with the armory:

- Personnel shall not share issued equipment with others without re-checking it through the armory.
- Each employee is personally responsible for the condition and accountability of any items issued to them.
- Lost, damaged, or malfunctioning equipment must be reported immediately to a supervisor and the front desk CSO.

**Compliance Reminder:**

These procedures are mandatory, non-negotiable, and apply to all members of the Department. All personnel are expected to familiarize themselves with and adhere to these requirements. Failure to comply may result in administrative review and corrective measures.

*A/c Troy Dunlap*

Troy Dunlap  
Assistant Chief of Police

**Equipment Not Returned**

Officer Smith - 1/13/2026

Officer Jones - 1/13/2026



**Lieutenant E. Baskaron**

*Patrol Bureau*

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Mosque

La Ballona Creek

Senior Center

Veterans Park

Temple Akiba

Westfield Mall

Raintree Plaza

**Equipment Not Returned**

None



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