

## **DEPARTMENT GENERAL ORDER 14-14**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order: 04-26

DATE: November 25, 2014

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### **INVENTORY/PROPERTY CONTROL**

#### **I. PURPOSE.**

To provide an accurate accounting of agency-owned property and equipment, and to ensure the proper management of such assets, particularly as it relates to maintaining department equipment in full operational readiness.

#### **II. DEFINITIONS.**

Fixed Asset - An item of equipment or property, valued at or above a certain amount, which generally possesses an extended usable life span.

Inventory - An itemized list of goods or property.

#### **III. GENERAL.**

In accordance with the City of Clayton Code of Ordinances, "The Chief of Police shall have custody of all of the books, records, property, weapons, badges, furniture, vehicles, equipment, supplies and merchandise of the Police Department." However, while the Chief of Police is ultimately responsible for all items of equipment and property utilized by the department, purchasing, inventory, maintenance, and operational readiness tasks have generally been delegated to various command and supervisory personnel. The Chief of Police shall be kept apprised of property and equipment issues/needs by subordinate personnel in a timely manner and will serve to ensure the proper management of department facilities and assets.

#### IV. INVENTORY PROCEDURES.

The Police Department shall comply with the inventory and property control system established by the City. The Finance Department shall be responsible to maintain the inventory control system that will address fixed assets valued at \$5000.00 or greater. In regard to agency equipment and property of a lesser value, the Commander of the Investigations and Support Bureau shall be responsible to maintain an internal departmental inventory system.

##### A. Fixed Assets

Information on newly purchased items that meet the cost requirements will then be entered into the City's computer system and shall include such information as: serial number, make, model number, cost, location, and fixed asset number.

An inventory of all fixed assets shall be conducted a minimum of once each fiscal year. In the event that a fixed asset is disposed of or transferred to another department, a Fixed Asset Form shall be completed with the appropriate change or designation and same forwarded to the Finance Department. The computer entries covering the fixed asset shall then be changed accordingly.

##### B. Other Department Assets

The Commander of the Investigations and Support Bureau shall maintain a computerized inventory of specific department assets, separate from the fixed asset inventory. Categories of department equipment/property which are included in such inventory files are:

1. Cellular Phones
2. Radio Equipment
3. Vehicles
4. Weapons (Pistols/Rifles/Tasers)
5. Miscellaneous Equipment
6. Issued Equipment and Uniforms

Assets listed in the above inventory files shall be updated as necessary, with entries covering additions and/or deletions made at the time equipment is purchased or replaced.

## V. MANAGEMENT OF DEPARTMENT PROPERTY.

The responsibility to manage various categories of equipment and property has been allocated to the specific departmental bureaus as follows:

### 1. Investigations and Support Bureau

- Office Supplies/Equipment
- Radio Equipment
- Uniforms and Accessories
- Records and Forms
- Security/Surveillance Equipment
- Photographic Equipment/Supplies
- Building Facilities/Maintenance
- Computer Equipment/Supplies

### 2. Field Operations Bureau

- Weapons and Ammunition
- Armory Supplies/Equipment
- Field Investigator Supplies/Equipment
- Emergency Supplies/Equipment
- CSO Supplies
- Bicycle Patrol Supplies/Equipment
- Vehicles
- Radar Equipment
- WMD equipment
- ALPR

In those instances where command and supervisory personnel who have been assigned to manage or oversee specific department assets, determine that such items need to be repaired or replaced, same shall forward the information through the appropriate chain of command. In addition to the identification of the asset(s) which need to be repaired/replaced, the report (either verbal or written) will also address the costs associated with the type of corrective action recommended. Necessary repairs shall then be initiated or a replacement purchased.

The primary concern for department employees assigned to property management tasks shall be to ensure the operational readiness of the department equipment and other assets entrusted to their care. As such, department equipment and supplies shall be inspected at regular intervals, with the time between inspections not to exceed a calendar year.

A. Maintenance

Equipment repairs or replacement shall be made on an as needed basis, and in accordance with budgetary and purchasing requirements.

BY ORDER OF:

KEVIN R. MURPHY  
Chief of Police

KRM:mj

CALEA Reference: 17.5.1/17.5.3