

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0103
SUBJECT: Agency Owned Property		
ISSUE DATE: January 18, 2001	REVIEW DATE Annual	AMENDS/RESCINDS: No Previous
REVISION DATES: 12/12/07		DISTRIBUTION: A

## I. POLICY:

The property management system for Department-owned property includes the identifying, labeling, and recording of existing property. The system is also maintained as property is added, transferred, replaced, or destroyed. The system shall identify each item of Department property, its cost and date of acquisition, its location, its condition, usage data, relevant maintenance and repair date, and the person responsible for the item.

## II. PROCEDURE:

- A. The Administrative Assistant to the Chief of Police shall have the responsibility and accountability for the acquisition of Department-owned property. The City Finance Director shall have the responsibility and accountability for the identification, dispersal, and maintenance of Department owned property. The City Finance Director shall also be responsible for issuing inventory numbers to all fixed assets, properly logging all items into Department inventory files, and issuing Department equipment to personnel. **The Division Commanders shall ensure that all stored items of Department property are well maintained in a state of operational readiness.**
1. Fixed assets include machinery, equipment, assembled furniture, computer software, etc., whose total purchase cost is \$5,000 or more.
  2. Non-fixed assets are property whose total cost is less than \$5,000.
  3. The City Finance Director shall maintain a "Fixed Assets Program", which lists the Department's inventory numbers of property, serial number, cost, purchase date, location of, and organizational component responsible for maintaining control of the property.
  4. The Administrative Assistant to the Chief of Police shall maintain a listing of all Fixed Assets of items purchased with costs in excess of \$5,000.
  5. The maintenance of Department-owned property, in a state of operational readiness, is a three (3) tiered responsibility:

- a. The personnel to whom property is assigned shall report maintenance needs to the appropriate Division Commander.
  - b. The Division Commander(s) ensures that maintenance requests are processed and corrective action is taken.
  - c. The Division Commander(s) and the Administrative Assistant ensures that funds are available, determines the vendor, and advises that the required maintenance may be accomplished.
6. Division Commanders shall be responsible for all Department property assigned to their personnel. Division Commanders shall ensure that all equipment within their Division is being properly utilized.
  7. Supervisors shall be responsible for Department property under their control. Supervisors shall ensure that all equipment is being properly utilized and report any misuse to the appropriate Division Commander.
  8. Members shall be responsible for the maintenance, care, security and upkeep of any equipment or property issued directly to them, the Division Commander(s) and any Department equipment issued temporarily.
  9. When a member becomes aware of damage, loss, or extreme wear of Department property assigned permanently/temporarily to the member and/or such property becomes non-serviceable, the member shall notify his/her immediate Supervisor. Replaced property or equipment shall be returned to the appropriate Division Commander for repair or disposal.
  10. Members leaving the employment of the Department shall be responsible for the return of all items and equipment purchased with Department funds and such equipment must be returned in good working condition.
- B. Storage and Inventory-Department Property:**
1. All fixed assets purchased by the Department will be assigned an inventory number by the City Finance Director and will be labeled with that number.
  2. All items will be returned to the City Hall for auction when the equipment becomes unusable, worn out, broken, or obsolete.
  3. In the event that an item does not have an appropriate area for attaching an inventory label, the inventory number will be inscribed on the item.
  4. A descriptive list of inventory numbers will be maintained by the City Finance Department.
  5. Movement of items between Department Divisions and/or sub-units shall be reported to the City Finance Department to ensure that inventory files will remain current.
  6. Recording of Inventory Numbers:
    - a. A master inventory file shall be maintained by the City Finance Director. Inventory records shall contain the following:
      - a1). Inventory label assigned to each item and/or the manufacturer's serial number;
      - a2). A brief description of the item including the manufacturer, model number, size, etc.;
      - a3). Date of issue;
      - a4). Date of inventory check;
      - a5). Status (i.e. destroyed, traded, sold, etc.); and

a6). Location of equipment.

7. Removing Items from Inventory:

- a. Items broken, worn, or no longer useful shall be removed from active Department inventory records.
  - a1). When an item of inventory is considered non-serviceable, a notation will be made in the "status" field of the inventory file;
  - a2). Items of inventory no longer useful to the Department may be sold by public auction as prescribed by law and/or City Ordinance;
  - a3). Pending an auction, items of inventory removed from the active inventory file shall be stored in an area designated for the same;
  - a4). Inventory labels shall be removed just prior to sale and the inventory label shall be destroyed; and
  - a5). The item's original inventory may be transferred to other City Departments.

C. **Control Procedures-Department Property:**

1. The City Finance Department shall conduct an annual inspection of the property system under the direct control of the Chief of Police to assure that procedures regarding the control of Department equipment are followed. Results of these inspections shall be logged and documented. Any discrepancies will be investigated and details of the situation forwarded to the City Manager.
  - a. The inspection shall be conducted:
    - a1). To determine that provisions of City policies concerning the supply management system are being followed;
    - a2). Equipment is being protected from damage or deterioration;
    - a3). Proper accountability procedures are being maintained; and
    - a4). Equipment that is damaged or obsolete is properly being disposed.
2. An annual inventory of equipment belonging to the Department shall be conducted by a cross section of City employees designated by the City Finance Department. The purpose of the inspection is to ensure the integrity of the system, and not require an accounting for every item or piece of equipment.
  - a. Equipment accountability shall receive primary attention during spot inspections; and
  - b. A random comparison of records shall consume most of the inspection.
3. Members needing supplies/equipment will notify a Supervisor. The Supervisor may then obtain the needed supplies for the member or authorize the member to obtain the supplies from the Administrative Office.
  - a. Purchase of needed supplies after hours may be authorized by the on-duty Shift Supervisor. However, copies of purchase receipts must be promptly turned into the Administration Office. These purchases should be limited in value to \$50.00.
  - b. Individual members may purchase supplies valued at less than \$50.00 with prior authorization when such supplies are necessary for the safe performance of their duties (i.e. such as might be needed for safe vehicle operations).

D. **Issue/Reissue of Supplies:**

All requests for the purchase, issue, and reissue of supplies shall be addressed to a member's immediate Supervisor. The Supervisor will first check the in-stock

supplies and will issue the supplies accordingly. If the item requested is not available in the Department inventory, the Supervisor will notify the Administration Office of the need.

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Christopher Connally                      Chief of Police

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Date