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4 / 500 Property Procedures

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4 / 501 DEPARTMENT PROPERTY MAINTENANCE & ACCOUNTABILITY

^Effective 6/1/96

4/501.05 PURPOSE

This policy is to ensure that all Kerns of property under the charge and care of the Police Department are accounted for, operable, and maintained in state of readiness for use by agency personnel.

4/501.10 TYPES OF PROPERTY

FIXED ASSETS • those items which have a value of \$100.00 or more.

Example: Computers, cameras, desks, chairs, etc.

REARMS - handguns, shotguns, rifles, and any plement utilized which will discharge a projectile with r' lie purpose of disabling an individual.

Examples: Issued handguns, shotguns, Sage L-6 launcher, etc.

ABANDONED / CONVERTED PROPERTY - those Kerns which were taken into the custody and care of . the police department as either contraband, safekeeping and unclaimed, and awarded to the agency by a court of law and/or authority based upon existing laws(abandoned property) for use or disposal at the agency's discretion.

Examples: Kerns not converted to departmental "use," but awarded to property of the agency (items being sold or disposed of within guidelines of City Code).

COMMUNICATIONS - those items utilized by the agency with a value of \$300 or more.

Examples: portable radios, tactical headsets portable phones, etc. ...

4 / 501.15 RESPONSIBILITIES FOR INVENTORY

Each division commander will maintain a copy of departmental property that is listed in the above categories for inventory purposes. A copy of the inventory will be provided to the Office Manager of the agency.

The addition of items obtained or deletions of items disposed of must be reported to the Office Manager when changes occur, and at the time of the annual audit. It is the responsibility of each division commander to insure that an annual audit of Hems is completed and reported to the agency Office Manager in the last quarter of each calender year or within 30 days upon the reassignment of division commanders.

Fixed assets may be transferred within the agency between divisions, and will be documented by both the division commander authorizing the transfer and the division commander accepting the transfer.

Items listed on Inventory will be grouped by type of equipment and location.

Property obtained as found and maintained for safekeeping, or awarded by the courts will be retained by either the Criminal Investigations Division Commander and made part of that division's inventory or retained by the Departmental Property Custodian for disposition in accordance with established guidelines. Property which is obtained and retained by the agency as converted property must be accompanied by a letter of justification for the retention of the property and transfer to departmental inventory from the Property/Evidence Section.

4/501.20 ACQUISITION OF NEW / REPLACEMENT PROPERTY

Items requested for purchase must be documented in writing and be accompanied by three(3) separate sources of supply and documented costs.

Requests for purchase are to be submitted to the Office Manager who will coordinate through the Chief of Police's Office with the Department of Finance and the Office of the City Administrator prior to authorization of purchase for all items.

Upon receiving delivery of authorized purchases, the individual receiving item(s) will sign and submit the packing slip to the Office Manager.

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Items valued in excess of authorized budgetary amounts will be submitted via division commanders with documented justification, and minimum of three cost comparisons from different sources of supply for budgetary consideration.

4 / 801.25 DISPOSAL / REISSUE OF DEPARTMENT PROPERTY

Various Kerns of departmental property are reusable and therefore subject to being reissued within the agency. Those items must be turned in to the Division Commander under whose authority the property was originally issued, or that Commander's delegated representative to insure proper accountability. Once the property has been turned in and inspected for deficiencies it may then be reissued based upon serviceability and a need for the Hem.

All Kerns which are stored by the various components of the agency must maintain those Kerns in a state of readiness for issue or immediate use. Those Kerns which are stored by individual units or divisions are to be maintained by that respective person as well in a state of readiness for issue or immediate use.

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Property which is deemed as not serviceable, inoperative, or having no useful value must also be submitted from K's original issuing authority and will be removed from the inventory by written notification via the Department Office Manager.

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Items of property which have been acquired by abandonment /or awarded to the agency by a court of lawful authority will be transferred from the Property/Evidence Section to the Division/UnK which has requested the Hem only after the Hem has met the following criteria;

- Awarded by court order, or
- Met lawful guidelines as abandoned property, and
- Justification for requested Hems submitted and approved by the Office of the Chief of Police, and
- Property has been made a part of Departmental Fixed Asset Inventory by Office Manager.

Chose Kerns which are not being reissued/transferred from the Property/ Evidence Section are to be disposed of in accordance with City Ordinance and Department Guidelines and will be maintained by the Property / Evidence Section until that time.