


PINE BLUFF POLICE DEPARTMENT POLICY/PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 107
	INVENTORY CONTROL	ISSUE DATE 02/19/2008
	CHAPTER: ADMINISTRATION & PERSONNEL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 3

I. POLICY

Department property is an item which is **not** consumable and is owned by the Department. The responsibility for control and accountability of Department property (except certain items restricted to the Property Officer) will be vested in the Administrative Services Division.

II. INVENTORY CONTROL SYSTEM PROCEDURES

- A. When an asset is acquired by the Department, its acquisition is recorded by the Administrative Services Division.
- B. The Asset Control System will include, but will not be limited to, a complete list of all property of the Department. The listing will include:
 - 1. An inventory control number, assigned to each item.
 - 2. A complete description of the item, including serial number, if applicable.
 - 3. The Division to which the item is issued.
 - 4. Where the item was acquired.
 - 5. When the item was acquired.
 - 6. Cost of the item.

III. AUTHORIZED USE

- A. Property will be used only for official Department business. Deviation from this order without the express permission of the Chief of Police will not be permitted.

- B. Property assigned to one division or individual will not be transferred to another without the express permission of the Administrative Services Division.

IV. DIVISION/BUREAU RESPONSIBILITIES

- A. Each division assigned specialized or expensive equipment, such as special weapons, riot gear, surveillance equipment, portable radios, or vehicles, etc., will take necessary precautions to insure the asset control of that property. The member's assigned agency property will maintain that property in a state of operational readiness. These precautions will include:
 - 1. Providing secure storage in a locked enclosure, e.g. cabinet, closet, or locker, for the property or its keys.
 - 2. Access to property will be limited to authorized members.
 - 3. Appropriate usage logs will be maintained and will include:
 - a. Type of property used
 - b. Person using the property
 - c. Date and time checked out/checked in
 - 4. Periodic inventory checks of assigned assets will be made by the division or bureau supervisor, to insure the accuracy of the asset, and to identify property needing repair or replacement.
- B. Division supervisors will advise the Administrative Services Division of any property (excluding vehicles) needing repair or maintenance service. The Administrative Services Division will submit proper requests for repair or maintenance service to Department property such as will ensure its operational readiness.

V. ANNUAL INVENTORY

- A. The responsibility for the control of Department-owned assets rests with the Administrative Services Division.
- B. The Administrative Services Division will conduct periodic audits of Department property to assure that the property is being used and maintained according to the Department's policy.
- C. Once each year the Administrative Services Division will audit the Department's Fixed Asset Inventory. The Administrative Services Division will review it to determine:
 - 1. Additions, deletions or changes to the Fixed Asset Inventory of the Department;
 - 2. Transfers of equipment between Divisions.

VI. ISSUING/REISSUING AGENCY-OWNED PROPERTY – PROCEDURES

- A.** New property will be issued to Divisions through the Administrative Services Division.
- B.** Assets will be recorded and kept in the Administrative Services Division.
- C.** The Administrative Services Division may utilize any computer generated program, spread sheet or individual property accountability file necessary to properly account for department property.