



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 7.5	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 30, 2014	NUMBER OF PAGES: 04
CFA STANDARD: 5 SUBJECT: <i>Fiscal Management & Agency-Owned Property- AGENCY-OWNED PROPERTY</i>	NEW () RESCINDS () AMENDS (x) OTHER ()	By Order Of:  Rene Landa , CHIEF OF POLICE	

CFA STANDARDS: 5.04M

SECTIONS:

- 7.5.1 Inventory and Control**
- 7.5.2 Issue/Reissue Procedures**
- 7.5.3 Operational Readiness**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for inventory and control of departmental equipment, issuing/reissuing procedures, and operational readiness of agency-stored property.

SCOPE: All departmental employees and volunteers.

POLICY: It is the policy of this department to keep a detailed and current inventory of departmental equipment and its capital assets. Police Department supervisors will control the supply and reissuing of all police equipment to departmental employees, and ensure that such equipment is always in a state of operational readiness.

DEFINITIONS:

Capital (Fixed) Equipment: Non-consumable property with an acquisition cost of more than one thousand dollars (\$1,000.00) and a normal life expectancy of more than one year. It is neither permanently fixed in place nor an integral part of a structure, facility, or another piece of equipment.

Consumable Property: Any property that is usually expended through normal use; e.g., paper, paper forms, staples, pens, pencils, traffic flares, first aid supplies, and computer diskettes.

Missing Property: An item listed on the Inventory Control Report that cannot be physically located or accounted for by the entity to which it is assigned.

Non-Capital Equipment: Property with an acquisition cost or value not in excess of \$1,000.00 that otherwise meets the capital equipment criteria and is normally not expended through ordinary use; e.g., staplers, tape dispensers, dictionaries, manuals, typing tables, calculators, tables, and computer diskette boxes.

Non-Consumable Property: Capital or non-capital equipment that is reusable.

Property Custodian: The Administration Captain or designee is accountable for the use, care, custody, and control of departmental property and reports to the Chief of Police.

Serial Tag Number: Number assigned by the Central Services (Purchasing) Department and permanently affixed to capital equipment for identification and inventory purposes. The exception includes personal body armor, such as vests, where serial numbers are logged separately, and equipment used covertly, therefore marked covertly.

Surplus Property: Equipment that is obsolete, uneconomical or inefficient, or which serves no useful function.

Surveyed Property: Excess or surplus equipment transferred from its assigned location to another location for disposal.

Transferred Property: Physically relocated equipment.

PROCEDURE:

7.5.1 Inventory and Control [CFA 5.04M]

- A. All serial numbers are assigned through the South Miami Central Services (Purchasing) Department from purchase orders and/or manufactured applied tag numbers.
- B. A physical inventory is conducted by the Support Service supervisor and the Administration Captain or their designee(s) annually to account for all capital equipment. Discrepancies are traced and reconciled. A written account of these items is forwarded to the Chief of Police for his review and then forwarded to the Finance Department. The status of all property will be noted and maintained by the City Finance Director in an inventory control report.

7.5.2 Issue/Reissue Procedures

- A. Issuing and reissuing property owned by the City of South Miami and assigned to police department personnel, e.g., special equipment, weapons, uniforms, and

badges, will be the responsibility of the Support Services supervisor or his designee (s).

- B. The following procedures will be followed whenever agency property is issued:[CFA5.04M]
1. Every member who is assigned or takes possession of agency property, i.e., uniforms, equipment, etc., will complete the appropriate paperwork and affix their signature indicating that they received the equipment.
 2. Every member receiving agency property is responsible and accountable for their assigned property.
 3. Upon terminating his/her employment with the City, all assigned property will be returned to the Property Custodian/Quartermaster or his designee prior to being cleared by the department. The employee will be responsible for the cost of replacing any lost or damaged equipment as described in SMPD General Order 7.6.
 4. Information on property assigned to department members is maintained by the Property Custodian/Quartermaster or his designees through the Administrative Division.
 5. Officers will be issued uniforms and replacement equipment after being issued paperwork through their chain of command. The appropriate purchase request will be taken to the contracted vendor to receive the approved equipment/uniforms. All property listed on the Uniform and Equipment Form will be accounted for. A copy of the purchase request will be kept by the Patrol Division secretary.
 6. Police department equipment to be returned to personnel that have been relieved of duty or on an extended disability will be released only under the authority of the Property Custodian/Quartermaster or designated supervisor.

7.5.3 Operational Readiness

- A. City property assigned to the police department or stored at the department will be kept in a state of operational readiness by the individuals assigned such property. This includes proper care and cleaning, preventive maintenance, repair as necessary; workability, and responsiveness; e.g., vehicles refueled before end of tour of duty, radios operational and unused batteries in charger, radar, surveillance devices, cameras with correct film available, paper replaced in copier when emptied, and firearms cleaned and maintained.

- B. The Chief of Police is ultimately responsible for the overall operational readiness of City property; however, all departmental supervisors are assigned responsibility for ensuring the efficient operation and application of the property issued to their subordinates. This will be accomplished by:
1. Monthly line inspections;
 2. Monthly safety and workplace inspections;
 3. Staff inspections.
- C. Problems regarding the condition or maintenance of City owned and police department property will be reported to the department member's supervisor when discovered. If necessary, replacement or repair of the property will be at the direction of a Division Lieutenant or with the Communications Supervisor, (when involving the issuance, repair, or replacement of police radios), with the approval of the Chief of Police.