

## SUPPORT SERVICES

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### AGENCY OWNED PROPERTY

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**Purpose:** The purpose of this policy directive is to establish Departmental policy for the inventory and control of Department owned property.

**Policy Statement:** It will be the policy of the North Little Rock Police Department to conduct and maintain Departmental inventory and control of police Department property within the policy and procedures of the City of North Little Rock.

**Summary of Changes:** New format.

**Definitions:**

**Sensitive Items:** for the purposes of this policy, include firearms, covert monitoring devices, and any items under \$500.00 which a Division Commander deems necessary to be inventoried, (a non-inclusive list of examples would, cameras, digital recorders, televisions, night vision devices, battery jump boxes, etc.)

**Procedure:**

**1 Inventory Control Numbers [CALEA 17.5.1]**

- 1.1 All Departmental property and equipment valued at \$500 or more, and sensitive items, will have an inventory control number assigned and attached.
- 1.2 The Support Services Division Commander will maintain and store the inventory control numbers that have not been assigned.
- 1.3 Items assigned an inventory control number will be entered into the Department inventory system. Information entered will include, but not limited to, the following;
  - 1.3.1 The bar code number,
  - 1.3.2 The item's serial number,
  - 1.3.3 The division the item is assigned to,
  - 1.3.4 The unit the item is assigned to,
  - 1.3.5 A description of the item,
  - 1.3.6 The location of the item (building, room, or if a vehicle, the vehicle number)
  - 1.3.7 If the item is assigned to a person, the name of the person will be included.
  - 1.3.8 The funding source of the item if it is a grant or an item obtained from the Department of Defense.
- 1.4 Items that are auctioned or destroyed will be removed from the Department inventory system by the person responsible for entering property or equipment in the item's category.

**2 Department Vehicles**

- 2.1 The Fleet/Inventory Manager will be responsible for inventorying all items installed in all Department vehicles. This includes computers and computer equipment installed in the vehicle.
- 2.2 The Fleet/Inventory Manager will obtain inventory control numbers from the Support Service Division Commander or designee, apply the number to the item and enter the items information into the inventory system.
- 2.3 The vehicle's assigned number will be used as the location of the item. Example: 07-156.
- 2.4 If the location of the item is changed, the Fleet/Inventory Manager will change the location in the inventory system.
- 2.5 The Fleet/Inventory Manager will indicate in the inventory system any item under his responsibility destroyed or auctioned.
- 2.6 An inventory of all vehicles and vehicle equipment will be conducted a minimum of once a year.

**3 Computer Related Equipment**

- 3.1 The Information Technology (IT) Manager will be responsible for inventorying all Department computers and computer equipment except those installed in Department vehicles.
- 3.2 The IT Manager will obtain inventory control numbers from the Support Service Division Commander or designee, apply the number to the item and enter the items information into the inventory system.
- 3.3 The division, unit, building and room number where the item is located will be entered by the IT Manager or designee into the inventory system.
- 3.4 It will be the responsibility of the IT Manager to change the location of the item in the inventory system if the item is moved to a different location.

- 3.5 The IT Manager or designee will indicate in the inventory system any item under his responsibility that is destroyed or auctioned.
- 3.6 An inventory of all computer and computer equipment will be conducted a minimum of once a year.

#### **4 Miscellaneous Equipment and Inventory**

- 4.1 The Fleet/Inventory Manager will be responsible for the inventory of Police Department equipment and property excluding computer equipment.
- 4.2 Division Commanders or designee will ensure all items valued at over \$500 assigned to their divisions have an inventory control number and have been entered into the system.
  - 4.2.1 Items will be taken to the Fleet/Inventory Manager to have an inventory control number attached and the item entered into the inventory system.
  - 4.2.2 Division Commanders or designee will notify the Fleet/Inventory Manager if an item needed to be added into the inventory system is too large to be taken to the Fleet/Inventory Manager.
- 4.3 Division Commanders or designee will be responsible for notifying the Fleet/Inventory Manager of any change in the location or assigned division/unit of the item. The Fleet/Inventory Manager will make changes into the inventory system.
- 4.4 The Fleet/Inventory Manager will indicate in the system any equipment or Departmental property that is destroyed or auctioned.
- 4.5 The inventory of weapons and portable radios will be the responsibility of Property Room personnel.
  - 4.5.1 Weapons and portable radios purchased by the Department will be entered into the Property Room where they will be assigned an inventory control number. The number will be attached to the weapon or portable radio before being issued to an officer.
  - 4.5.2 Weapons and portable radios will only be issued from the Property Room.
  - 4.5.3 Upon change of duty assignment (if applicable), extended military leave, retirement, administrative leave, or termination (non-inclusive) all Departmental weapons and portable radios assigned to that member will be returned to the property room. [CALEA 17.5.3]
- 4.6 All police equipment (radios, weapons, handcuffs, ASP batons etc) will be issued from the property room unless purchased by a member on the member's uniform allowance. [CALEA 17.5.2]
  - 4.6.1 All police equipment will be turned back into the property room on a member's permanent separation from the Police Department. [CALEA 17.5.2]
  - 4.6.2 Equipment will be reissued to members as needed by the property officer. [CALEA 17.5.2]
- 4.7 Property Room personnel will conduct an inventory of weapons and portable radios, a minimum of once a year, with the assistance of the Division where the property is located or assigned.

#### **5 Responsibility**

- 5.1 It will be the responsibility of Division Commanders to maintain equipment and Departmental property assigned to their division in workable condition. [CALEA 17.5.3]
- 5.2 It will be the responsibility of the individual member to maintain equipment issued to him/her.
- 5.3 It will be the responsibility of the individual member to report in the form of an Incident Report any lost, damaged, or stolen equipment through their chain of command to their Division Commander for repair or replacement.



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Mike Davis  
Chief of Police