



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

3-11-2004

EFFECTIVE DATE

3-25-2004

NO.

04-2

SUBJECT

Department Property Inventory and Control

AMENDS

REFERENCE

RESCINDS

Procedural Instruction 98-10
Department Memorandum NO. 00-4

I. PURPOSE

- A. To establish policy and procedure for the control and maintenance of department equipment.
- B. To maintain accurate records of all property owned by the department, including location, for purposes of insurance and fiscal responsibility.

II. DEFINITIONS

- A. **Nonexpendable Equipment** - Supplies or equipment with a value of \$500 or more that are not reasonably expected to be used up or destroyed in normal service. Exceptions to this rule:
 - 1. All department owned firearms.
 - *2. Grant equipment with the value of \$250 or more.
 - *3. Pilferable items (i.e. camcorders, chairs, fitness equipment, palm pilots, typewriters, printers, building maintenance equipment, etc.).
 - 4. Any additional equipment designated by the Financial Services Unit Commander.
- B. **Inventory Control Coordinator** - A position within the Financial Services Unit whose responsibility shall be to maintain accurate records on all nonexpendable equipment owned by the department.
- C. **Inventory Member** - The member who conducts, or is responsible for conducting, the inventory.
- *D. **Asset Number** - A seven-digit control number assigned to each piece of nonexpendable equipment. The number can be affixed by a paper sticker or permanently marked on items by engraving, as needed. Specific equipment may be assigned an asset number, but not actually have the number affixed, i.e., computers, vehicles, radios, undercover equipment, etc.

III. ADMINISTRATIVE GUIDELINES

- *A Complete inventory of nonexpendable equipment shall be established and maintained by the Financial Services Unit. Updating computer entries for department inventory will be the responsibility of the Accounting Section.
- *B. All nonexpendable equipment will be assigned an asset number by the Accounting Section.
- C. Element commanders/supervisors are responsible for the location and condition of all equipment in their inventory and shall ensure the accuracy of their elements' property inventory at the end of each fiscal year.
- D. Property Inventory Action, Form 269 P.D., is a three-part carbonless form that will be completed to report any action taken involving nonexpendable equipment.

IV. ANNEX REFERENCE GUIDE

- Annex A - Yearly Inventory of Department Assets
- Annex B - Inventory Verification
- Annex C - Equipment Acquisition
- Annex D - Repair or Replacement of Office Equipment and Furniture
- Annex E - Radio Equipment

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2004.

Karl Zobrist
President

DISTRIBUTION: Law Enforcement Personnel
Civilian Supervisory Positions
Department Element Manuals
Post on all bulletin boards for two weeks.

YEARLY INVENTORY OF DEPARTMENT ASSETS

- *A. Each element will designate an Inventory Member to conduct the inventory. The inventory printouts and instructions shall be disseminated to the designated member.
- *B. The inventory shall be completed by the Inventory Member annually, during the last month of the fiscal year as follows:
 - *1. Verify the printout is accurate.
 - *2. When the inventory is completed, sign the inventory printout. A memorandum will be completed and attached to the inventory printout. The memorandum will contain the following items:
 - a. Asset number and description of any items not located.
 - b. Asset number, description and location of any item located that is stickered, but is not on the printout.
 - c. Description and location of items located, but not stickered or listed on the printout.
 - d. Starting and ending dates of the inventory.
 - e. Names, serial numbers, and assignments of members conducting the inventory.
 - f. Any information the Inventory Member feels is pertinent.
 - g. Inventory Member's signature.
 - 3. The above procedure applies to each individual element printout. Printouts may not be combined. A separate memorandum must be signed and attached to each numerical printout.
 - *4. The signed printout with a memorandum attached shall be forwarded through the Inventory Member's chain of command as soon as it is completed. The printout should be received by the Accounting Section no later than fifteen (15) calendar days after receiving the request that the inventory be completed.
 - *5. Any questions regarding the yearly inventory of department assets should be directed to the Accounting Section.

- *C. A designated member from the Accounting Section will conduct unannounced fixed asset audits of one to three department elements each month.
 - *1. The element selected will be noted on a log so the same element will not be selected again before every element has been inspected at least once.
 - *2. The commander/supervisor of the element selected for inspection will be notified the day before the inspection.
 - *3. The commander/supervisor will assign a member, who is familiar with the element's assets, to assist the designated Accounting Section member in locating the fixed assets selected for inspection.
 - *4. The number of items selected for inspection will range from 5% to 10% of the total number of fixed assets assigned to the element.
 - *5. The designated Accounting Section member will prepare a memorandum outlining the results of the inspection. The memorandum will be forwarded through the chain of command to the inspected element's commander/supervisor.
 - *6. If any of the selected fixed assets are not located during the inspection, the element commander/supervisor will prepare a memorandum outlining what happened to the property (i.e. lost, stolen, non-documented transfer, etc.).
 - *a. This memorandum will be forwarded through the chain of command to the Accounting Section.
 - *b. This memorandum, along with a copy of the inspection memorandum, will be retained in the Accounting Section for a minimum of five (5) fiscal years.

INVENTORY VERIFICATION

- A. Upon assuming command/supervision, an **optional** property inventory may be conducted at the new commander's/supervisor's discretion. Should this inventory be conducted, the completed property inventories shall be forwarded to the Financial Services Unit within **thirty working days** of the effective date of transfer. The commander/supervisor of each element shall:
- *1. Request a printout of the element's property inventory from the Accounting Section.
 - *2. Verify the printout is accurate. Sign and date the printout to signify approval. Return the printout to the Accounting Section.
 3. Document specific inaccuracies (i.e., missing or unlisted equipment, etc.) utilizing an Interdepartment Communication, Form 191 P.D. The Interdepartment Communication, Form 191 P.D., along with the printout shall be forwarded through the chain of command to the Executive Services Bureau for final review and recommendation.
- B. Items Known to be Lost or Stolen
1. Whenever equipment is known to be lost or stolen, the element commander/supervisor will forward an Interdepartment Communication, Form 191 P.D., attached to the related loss or stealing report, through the chain of command to the Executive Services Bureau requesting the item be removed from the element's inventory. The Interdepartment Communication, Form 191 P.D., will contain the following information:
 - a. Description of the item.
 - b. Element where item was assigned at time of loss or stealing.
 - *c. Asset, Model and Serial numbers (if known).
 - *2. When directed to do so by the Executive Services Bureau Commander, the Accounting Section will remove the item from the department's inventory, after receiving a copy of the Interdepartment Communication, Form 191 P.D.

EQUIPMENT ACQUISITION

A. New Equipment

- *1. Whenever new equipment is requested, requisitions will be processed by the Purchasing Section, and new equipment will be added to the receiving element's inventory.
- *2. The commander/supervisor of the receiving element will notify the Accounting Section within two weeks via telephone if the item is delivered and the inventory control number is not affixed.

B. Surplus Inventory

- *1. All requests for items from surplus inventory will be forwarded to the Accounting Section. Requested items, if available, will be transferred from surplus inventory to the requesting unit after an approved written request is received in the Accounting Section.
- *2. When an item listed on an element's inventory is to be returned to surplus inventory, it shall be transferred to inventory storage by written request, coordinated by the Accounting Section.

C. Transferred Equipment

- 1. Whenever equipment is **transferred** from one section, element, unit, division, or bureau to another, the relinquishing element commander/supervisor will:
 - a. Complete Property Inventory Action, Form 269 P.D., acknowledging transfer.
 - b. Retain a copy for five (5) fiscal years.
 - *c. Forward the original to the receiving element's commander/supervisor, and one copy to the Accounting Section.
- 2. The receiving element commander/supervisor will:
 - a. Sign and date the Property Inventory Action, Form 269 P.D., acknowledging receipt.
 - *b. Forward the original Property Inventory Action, Form 269 P.D., to the Accounting Section for computer update.

REPAIR OR REPLACEMENT OF OFFICE EQUIPMENT AND FURNITURE

A. Office Equipment

- *1. Whenever items such as office machines, etc., need repair, the Accounting Section will be notified via telephone.
- *2. The Financial Services Unit will determine if the office machine will be repaired or salvaged. **Office machines will not be transported to the Supply Section for repair.**
- *3. If the item needs replacing, the Accounting Section will advise the element commander/supervisor to prepare an Interdepartmental Communication, Form 191 P.D., to be forwarded through the chain of command to the Purchasing Section, requesting replacement.

B. Office Furniture

- *1. Whenever office furniture is in need of repair or replacement, the Accounting Section will be notified via telephone.
- *2. The Financial Services Unit will determine if the item can be salvaged or destroyed.
- 3. If the item cannot be repaired and there are no suitable surplus items, the element commander/supervisor will prepare an Interdepartment Communication, Form 191 P.D., to be forwarded through the chain of command to the Purchasing Section, requesting replacement.

C. Disposal Procedure

- 1. When it is determined that furniture or an **office equipment item** is to be disposed of the relinquishing element commander/supervisor will:
 - a. Complete a Property Inventory Action, Form 269 P.D., indicating date disposed.
 - *b. Forward the original and one copy with the item to the Accounting Section.
 - c. Retain a copy for the period of five (5) fiscal years.

- *2. The Accounting Section will:
- a. Arrange for the removal and destruction of the item.
 - b. Sign the Property Inventory Action, Form 269 P.D., acknowledging disposal, and remove the item from the department's inventory data files.

RADIO EQUIPMENT

- A. The Communications Support Unit shall be responsible for the inventory of all handie-talkies, pagers, wireless phones, mobile radios, other communications equipment and responsible for keeping radios in reserve.
- B. Lost or Stolen Radio Equipment
1. If a handie-talkie, pager, wireless phone, mobile radio, or other communications equipment is lost or stolen, a Report, Form 100 P.D./107 P.D., entitled, "Loss" or a Field Incident Report, Form 189 P.D., entitled, "Stealing" will be completed.
 - a. The Communications Unit Supervisor and the Communications Support Unit should be notified immediately so that the transmitting/receiving capabilities of the radio can be disabled.
 - b. A copy of the appropriate report, along with an Interdepartment Communication, Form 191 P.D., will be forwarded through the chain of command to the bureau commander. The Interdepartment Communication, Form 191 P.D., will consist of the following:
 - (1) A detailed summary of the incident surrounding the loss or theft. (Include the case report number in the Interdepartment Communications, Form 191 P.D.)
 - (2) Names of **all** identifiable persons at the scene.
 - (3) Who was responsible for the theft, if known, and the assigned officer's name in charge of the item when it was lost or stolen.
 - c. The element commander/supervisor shall immediately forward a copy of the report to the Communications Support Unit Supervisor. A copy of all reports will be forwarded by the member's bureau to the Financial Services Unit and the Communications Support Unit.
 - d. A replacement radio will be obtained only with approval from the member's bureau commander.
 2. Upon receipt, the Communications Support Unit Supervisor will delete the lost or stolen item from the element's inventory.

C. Damage to Radio Equipment

1. If damage to a handie-talkie, pager, wireless phone, mobile radio, other communications equipment resulted from a malicious act, the incident will be reported on the Field Incident Report, Form 189 P.D., entitled "Property Damage."
2. If damage to a handie-talkie radio, pager, wireless phone, mobile radio, other communications equipment was unintentional, documentation will be submitted on an Interdepartment Communication, Form 191 P.D., through the chain of command. The bureau commander will make final determination if officer negligence is involved.
3. If a handie-talkie, pager, wireless phone, mobile radio, other communications equipment is damaged, the Communications Support Unit will determine if a replacement is needed.

D. Replacement of Radio Equipment

- *1. If a handie-talkie, pager, wireless phone, mobile radio, other communications equipment needs replacement, the Communications Support Unit will assign a replacement to the respective element. Communication Support Unit will be responsible for updating the radio inventory.
- *2. If a handie-talkie, pager, wireless phone, mobile radio, other communications equipment is to be repaired, it will be exchanged by the Communications Support Unit on a one-for-one basis.

E. Communications Support Unit Inventory

1. The Communications Support Unit will be responsible for the inventory of all radio equipment.
2. Communications Support Unit personnel shall maintain an up-to-date file on each leased pager for the purpose of inventory control.

3. Annually the supervisor of the Communications Support Unit will inventory assigned pagers and wireless phones. The updated listings will be forwarded to the following:
 - a. Communications Unit Commander.
 - b. Emergency Operations Center (1328 Agnes).
 - c. Administration Bureau Commander.
 - d. Operations Support Division Commander.
 - *e. Financial Services Unit
 - *f. All units with Alphamate paging keyboards or paging software.

*F. Financial Services Unit Review

Annually conduct a review of wireless phones to determine whether all wireless phones are still needed.