I. Introduction

The Division is required to comply with legislation adopted by the Columbus City Council and with regulations established by the City Auditor in accounting for all Division of Police property tagged as an asset. Generally, any property item valued at over $100.00 and having a useful life of 5 years or more is considered an asset and shall have an asset number attached. These provisions include an annual physical inventory.

II. Policy Statements

A. The Property Control Unit (PCU) is responsible for establishing Division inventory procedures; coordinating the annual physical inventory inspection; filling approved requests for the purchase of new property; filling approved requests for the transfer of donated, forfeited, or surplus property; and assigning asset numbers. In addition, the PCU shall maintain the Division’s master property inventory records, with the following exceptions:

1. The Communications Bureau shall maintain the inventory records for portable radios.
2. The Technical Services Bureau shall maintain the inventory records for cellular telephones and wireless handheld devices as well as computer related assets and property obtained from the Defense Reutilization Marketing Office (DRMO).
3. The Ordnance Unit shall maintain the inventory records for weapons, munitions, and ordnance supplies.
4. The Business and Personnel Bureau shall maintain the inventory records for Division-issued pagers.

B. Questions regarding Division property and inventory should be directed to the PCU Supervisor or Inventory Clerk.

C. Property ownership and asset tags shall not be removed by any Division personnel except as directed by the PCU Supervisor or Inventory Clerk.

D. The status of city-owned property, i.e. usable, junk, surplus, shall be determined by the PCU Supervisor or Inventory Clerk, the assigned unit supervisor or the PoliceNET Operations A Unit Supervisor.

E. Upon transfer to another bureau, personnel shall return all personally-assigned bureau equipment, for example, cellular telephones, pagers, portable radios, binoculars, office furnishings, etc. Personnel shall not take equipment with them to their new assignment unless permission has been granted by the bureau commander of the assignment the person is leaving.
F. Personnel shall not accept donated property without the prior approval of the Administrative Subdivision Deputy Chief.

G. Personnel assigned Division property and equipment shall maintain it in a state of operational readiness.

H. Division property and equipment assigned to a specific unit shall be maintained in a state of operational readiness under the direction of the unit’s supervisor.

I. Physical Inventory Inspection

1. The PCU shall conduct a Division-wide physical inventory of all asseted property within the Division of Police before December 5th of each year and compare this inventory with the previous year’s. Any newly purchased property shall be asseted.

2. The PCU shall contact each bureau commander and request a contact person for the unit, section or bureau being inventoried.

3. The PCU shall forward a detailed report outlining the outcome of the Division-wide inventory through the chain of command to the Chief of Police.

J. DRMO Property

1. Only Division personnel who have been authorized by the Chief of Police may screen DRMO property.

2. Division personnel requesting DRMO property shall forward their request to the Technical Services Section Lieutenant who will forward to the appropriate chain of command for approval.

3. Authorized Division personnel may obtain DRMO property only with the approval of the Support Services Subdivision Deputy Chief, with the following exceptions:
   a. Computer hardware may be approved by the Technical Services Section Lieutenant.
   b. Motor vehicles require additional approval of the Fleet Management Division.
   c. Weapons and aircraft require the Chief’s approval.

III. Procedures

A. Division Personnel

1. Report missing asset tags to the PCU Inventory Clerk.

2. Submit requests for the purchase of new items through the chain of command to your subdivision deputy chief.

3. Forward requests for forfeited or surplus property through the chain of command to your bureau commander.
   a. Include in the request that the PCU Lieutenant was contacted and the requested item is available and can be issued to the unit.
b. If property requested is out of a seizure, input from the Seizure/Forfeiture Unit and approval from the Administrative Deputy Chief, are required before the property will be issued.

4. Forward requests for donated property through the chain of command to the Administrative Subdivision Deputy Chief.

5. Complete an Ohio LESO Transfer Request form when requesting DRMO property and forward to the Technical Services Section Lieutenant.

6. Complete an Inventory Action Form, A-18, when acquiring donations or transferring property between bureaus. Forward the original form to the PCU Inventory Clerk.

7. Forward unwanted usable city-owned property, along with an Inventory Action Form with the supervisor’s signature, to the PCU. Dispose of unusable city-owned property and forward an Inventory Action Form with the responsible supervisor’s signature to the PCU.

B. Commander

1. Assume responsibility for and maintain a complete inventory of city-owned property assigned to the bureau.

2. Approve or disapprove requests for forfeited or surplus property.

3. Forward approved requests to the PCU Inventory Clerk.

C. Deputy Chief

1. Assume responsibility for city-owned property assigned to the subdivision.

2. Recommend approval of or disapprove requests for the purchase of new property.

3. Forward approved requests to the Business and Personnel Bureau via the Administrative Subdivision Deputy Chief.

D. Administrative Subdivision Deputy Chief

1. Approve or disapprove requests for the purchase of new property based on the availability of funds.

2. Approve or disapprove requests for donated property.

3. Forward approved requests for new property to the Business and Personnel Bureau.

4. Forward requests for donated property to the PCU.

E. Property Management Section Lieutenant

When necessary, make a final determination as to whether property is assigned an asset number.

F. PCU Inventory Clerk

1. Upon receipt of an approved request, assign an asset number to the requested property.

2. Issue the property to the requesting personnel.