

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Division Property Acquisition and Inventory		



Cross Reference:..... 1.11

I. Introduction

The Division is required to comply with legislation adopted by 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 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 Property Control Unit shall maintain the Division's master property inventory records, with the following exceptions:
1. The Communications Bureau shall maintain the inventory records for walkies.
 2. The Technical Services Bureau shall maintain the inventory records for 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 Administration Section Lieutenant shall maintain the inventory records for pagers, cellular telephones, and **wireless handheld devices**.
- B. Questions regarding Division property and inventory should be directed to the Property Control Unit Inventory Clerk.
- C. Property ownership and asset tags shall not be removed by any Division personnel except as directed by the Property Control Unit supervisor.
- D. The status of city-owned property, i.e. usable, junk, surplus, shall be determined by the Property Control Unit supervisor, the assigned unit supervisor **or the PoliceNet Operations Unit Supervisor**.

- E. Upon transfer to another bureau, personnel shall return all personally assigned bureau equipment, e.g., cellular telephones, pagers, walkies, 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 Property Control Unit shall conduct a Division-wide physical inventory inspection of all asseted property within the Division of Police during the fourth quarter of each year.
 - 2. The Property Control Unit shall contact each bureau commander and request a contact person for the unit, section or bureau being inventoried.
 - 3. The Property Control Unit 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. ***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 Property Control Unit.
 - 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.

4. Forward requests for donated property through the chain of command to the Administrative Subdivision Deputy Chief.
 5. Complete an Inventory Action Form, A-18, when acquiring donations or transferring property between bureaus. Forward the original form to the Property Control Unit Inventory Clerk.
 6. Forward unwanted usable city-owned property, along with an Inventory Action Form, with the supervisor's signature, to the Property Control Unit. Dispose of unusable city-owned property and forward an Inventory Action Form, with the responsible supervisor's signature, to the Property Control Unit.
- 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 Property Control Unit 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 Property Control Unit.
- E. Property Management Section Lieutenant
- When necessary, make a final determination as to whether property is assigned an asset number.
- F. Property Control Unit 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.