
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY #17.4.1
EFFECTIVE DATE 7/26/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 1.6.3

Inventory Control

17.4.1.1 PURPOSE AND SCOPE

This Policy describes the Department's inventory control program. Inventory controls are intended to avoid losses, unauthorized use and inventory excesses and shortages. Complete records must be maintained for all agency property, equipment and other assets.

17.4.1.2 POLICY

It is the policy of the Springfield Police Department to maintain a system of accountability for Department-owned property valued at \$5,000 or more. In addition to those assets with a value of \$5000 or more, the Department will utilize an inventory database to track Department property such as weapons, radios, and computers. The Administrative Sergeant or Quartermaster is responsible for maintaining inventory control of all Department equipment.

17.4.1.3 VEHICLES

An inventory of vehicles shall be maintained by the Administrative Sergeant, or designee. Disposal of Department vehicles shall be coordinated by the Administrative Sergeant, or designee.

17.4.1.4 UNIFORMS AND PERSONAL EQUIPMENT

Department members shall be issued agency required equipment through the Administrative Sergeant or Quartermaster or their designee. A list of all issued uniforms and equipment shall be maintained and kept by the Administrative Sergeant. Replacement of uniforms and equipment is managed through the Administrative Sergeant. When terminating employment with the Department, members shall return all issued equipment to the Administrative Sergeant.

All members are responsible for maintaining all uniforms and equipment in clean, good working order, and in conformance with Department specifications. Members detecting faulty or worn equipment shall notify their supervisor who shall obtain repair or replacement as soon as possible.

17.4.1.5 SPECIAL UNITS

Supervisors of special units such as canine, SWAT and the traffic team shall maintain an inventory of their teams' special equipment.

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17.4.1.6 NEW EQUIPMENT

Newly acquired equipment shall be added to the appropriate inventory list as soon as the equipment is received.

17.4.1.7 STORED EQUIPMENT

Maintaining stored Department property in a state of operational readiness is a responsibility of the person or unit to which the property is assigned.

17.4.1.8 GRANT EQUIPMENT

An inventory of all grant-acquired equipment shall be maintained by the Management Analyst. Grant equipment shall be disposed of by the Management Analyst in accordance with the rules set out by the grantor and City designated procedures.

17.4.1.9 DISPOSAL OF DEPARTMENT PROPERTY

Unless otherwise specified above, department surplus property shall be disposed of in accordance with City procedures, which are based on the City Code and Charter and the applicable provisions of the Oregon Revised Statutes. Such disposal shall generally be handled through public auction by property control personnel.