

GENERAL ORDER 17.4.1

Inventory Control

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Police Department's inventory control program.

DISCUSSION

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.

POLICY

I

The Administrative Sergeant is responsible for maintaining inventory control of all Department equipment.

II

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 .

III

UNIFORMS AND PERSONAL EQUIPMENT

Department members shall be issued agency required equipment through the Administrative Sergeant 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.

IV

SPECIAL UNITS

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

V

NEW EQUIPMENT

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

VI

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.

VII

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.

VIII

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.

Richard L. Lewis
Chief of Police