

Columbus Police Division Directive	EFFECTIVE	NUMBER
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<b>Division Property Acquisition and Inventory</b>		



## 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 over **\$500.00** and having a useful life of 5 years or more is considered an asset and shall have an asset number attached. ***Seizure fund purchases do not require asset numbers but shall be inventoried when valued over \$100.00.*** 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 ***of items with asset numbers***; 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 Ordnance Unit shall maintain the inventory records for weapons, munitions, and ordnance supplies.
  3. The ***Fiscal Operations Section*** shall maintain the inventory records for Division-issued ***cellular devices and*** pagers.
  4. ***The Department of Technology (DOT) shall maintain the inventory records for Division computers and computer-related assets and property not obtained through seizure funds or grants.***
  5. ***The Industrial Hygiene Section shall maintain the inventory records for the Personal Protection Equipment (PPE) and riot gear as outlined in the "Equipment" Section of the Patrol SOP.***
  6. ***The Defensive Tactics Unit shall complete Taser inspections and maintain inventory records of Tasers.***
  7. ***The Uniform Office shall maintain inventory and dispose of uniform parts.***
- B. Questions regarding Division property and inventory should be directed to the PCU ***Sergeant*** or ***the designated Police Property*** Clerk.

- C. Property ownership and asset tags shall not be removed by any Division personnel except as directed by the PCU **Sergeant** or **the designated Police Property** Clerk.
- D. The status of City-owned **asseted** property, **whether** usable, junk, **or** surplus, shall be determined by the PCU **Sergeant** or **the designated Police Property** Clerk.
- E. **The status of City-owned computers and computer equipment, whether usable, junk, or surplus, is determined by DOT and/or the Technical Services Bureau Manager.**
- F. 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/**manager** of the assignment the person is leaving.
- G. Personnel shall not accept donated property without the prior approval of the Administrative Subdivision Deputy Chief.
- H. **Personnel who request property from a seizure/forfeiture action should note that the Division may be required to pay the Franklin County Prosecutor's Office (FCPO) and/or other agencies a percentage of the value of the property.**
  - 1. **Tracking and labeling of assets acquired through seizure funds are the responsibility of the Fiscal Operations Section.**
  - 2. **Personnel should contact the Fiscal Operations Section with questions pertaining to acquiring or disposing of seizure-funded property.**
- I. Personnel assigned Division property and equipment shall maintain it in a state of operational readiness.
- J. Division property and equipment assigned to a specific unit shall be maintained in a state of operational readiness under the direction of the unit supervisor.
- K. **Personnel who purchase goods or supplies for the Division shall forward the packing list and shipping label to the Business Office upon receipt of the package.**
  - 1. **Personnel who have received specialized training within the Dynamics Financial System (DAX) may enter the shipping or packing information.**

## L. Physical Inventory Inspection

1. The PCU shall conduct a Division-wide physical inventory of all asseted property within the Division of Police before December 5<sup>th</sup> of each year and compare this inventory with the previous year's. Any newly purchased property shall be asseted ***following the criteria listed in Section I.***
2. The PCU shall contact each bureau commander/***manager*** 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.

## M. Law Enforcement Support Office (LESO) Property

1. Only Division personnel who have been authorized by the Chief of Police may screen ***LESO*** property.
2. Division personnel requesting ***LESO*** property shall ***complete a letter documenting the request and forward it through the chain of command to their deputy chief. If approved, the letter is routed to the Support Services Subdivision Deputy Chief.***
3. Authorized Division personnel may obtain ***LESO*** 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 ***Bureau Manager.***
  - b. Motor vehicles require additional approval of the ***Support Operations Bureau Commander and the Division of Fleet Management.***
  - c. Weapons and aircraft require the Chief's approval.

## III. Procedures

### A. Division Personnel

1. Report missing asset tags to the ***designated*** PCU ***Police Property*** Clerk.
2. Submit requests for the purchase of new items through the chain of command to your subdivision deputy chief.
3. Forward requests for ***seized/forfeited*** or surplus property through the chain of command to your bureau commander/***manager.***
  - a. ***Contact the PCU Sergeant or Lieutenant who will advise if the requested item is available. Include this information in the written request.***

- b. If **the** property requested is out of a seizure/**forfeiture action**, input from the Seizure/Forfeiture Unit, **PCU Lieutenant**, and approval from the Administrative **Subdivision** Deputy Chief are required before the property will be issued.

**Note: Seized/forfeited property does not belong to the Division of Police until a court order has been issued.**

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 **designated** PCU **Police Property** Clerk.
6. Forward unwanted usable/**unusable/broken** City-owned **asseted** property **and** an Inventory Action Form with the supervisor's signature to the PCU, **with the exception of the bureaus/sections/units listed in Section II,A,7. Dispose of junk or unusable property that is not asseted in accordance with the purchasing guidelines of the City of Columbus.**

**Note: This does not apply to seizure-funded property.**

- a. **Office supplies that do not work and have no scrap value can be disposed of by the employee (for example, a broken stapler or an empty ink pen).**
  - b. **Furniture or other large items that no longer function, are dangerous to use, or have no scrap value can be disposed of by the employee after obtaining approval from his or her immediate supervisor via email or other written communication (for example, a shredder, lamp, or filing cabinet).**
  - c. **Refer to the "Equipment" Section of the Patrol SOP when dealing with Division-issued equipment.**
  7. **DOT will dispose of computer-related items according to that department's appropriate procedures.**
- B. Bureau Commander/**Manager**
1. Assume responsibility for and maintain a complete inventory of City-owned property assigned to the bureau.
  2. Approve or disapprove requests for **seized/forfeited** or surplus property.
  3. Forward approved requests to the **designated** PCU **Police Property** Clerk.

C. Deputy Chief

1. Assume responsibility for **City**-owned property assigned to the subdivision.
2. Recommend approval or disapprove requests for the purchase of new property.
3. Forward approved requests to the **Fiscal Operations Section** 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 **Fiscal Operations Section**.
4. Forward requests for donated property to the PCU.
5. **Approve or disapprove requests for the use of property that was the subject of a seizure/forfeiture action, taking into consideration that the Division may be required to pay the FCPO and/or other agencies a percentage of the value of the property.**

**a. Consult with the Legal Advisor as appropriate.**

**b. If approving the request, identify the amount of money owed to the FCPO and/or other agencies, as well as the funding source of this payment in consultation with the Seizure/Forfeiture Unit. Direct the payment to the appropriate parties before allowing the property to be put into service.**

E. Property Management Section Lieutenant

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

F. PCU **Designated Police Property** Clerk

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