

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Division Property Acquisition and Inventory		



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 **Division of Support Services** shall maintain the inventory records for **mobile and** portable radios. **Communications Bureau personnel may facilitate the assigning and returning of radios.**
 2. The Ordnance Unit shall maintain the inventory records for weapons, munitions, and ordnance supplies.
 3. The **Department of Finance and Management** shall maintain the inventory records for Division-issued cellular devices.
 - a. **PoliceNet Unit supervisor shall oversee the management of the Division-issued cellular devices.**
 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 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 **Section Supervisor or designee**.
- F. Division supervisors shall be responsible for maintaining unit specific equipment and issuing that equipment to unit members as appropriate.**
- G. Upon transferring to another **unit**, personnel shall return all personally assigned **unit specific** equipment. 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.
- H. Personnel shall not accept donated property without the prior approval of the **Public Accountability** Subdivision Deputy Chief.
- I. 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 **about** acquiring or disposing of seizure-funded property.
- J. Personnel assigned Division property and equipment shall maintain it in a state of operational readiness.
- K. 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.
- L. Personnel who purchase goods or supplies for the Division shall forward the packing list and shipping label to the Business Office **Unit** 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.
- M. Physical Inventory Inspection**
 - 1. PCU **personnel** shall conduct a Division-wide physical inventory of all asseted **Division** property before December 5th 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 **assigned** PCU **personnel** shall contact each bureau commander/manager and request a contact person for the unit, section, or bureau being inventoried.
3. PCU **personnel** shall forward a detailed report outlining the outcome of the Division-wide inventory through the chain of command to the Chief of Police.

N. 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 **Section Supervisor or designee**.
 - 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 **Property Management Section** 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, **Property Management Section** Lieutenant, and approval from the **Public Accountability** 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. **Refer to the "Seizure/Forfeiture" Directive for additional information.**

4. Forward requests for donated property through the chain of command to the **Public Accountability** 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, **or** 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, **and** 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 (**for example, a shredder, lamp, or filing cabinet**) can be disposed of by the employee after obtaining approval from his or her immediate supervisor via email or other written communication.
 - 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 **Public Accountability** Subdivision Deputy Chief.

D. **Public Accountability** 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. Designated **PCU** 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.