




City of Manassas Police Department General Duty Manual



Effective Date: 12-31-2007	GENERAL ORDER	Number: 09-02
Subject: Department Owned/Controlled Property		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 01-28-2015 General Order # Dated: 7-29-2000		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 46.1.8/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To provide procedures for the control of property owned or used by the Department.

POLICY:

The Department owns and maintains property to ensure the orderly and efficient administration of police operations. The careful handling and storage of equipment minimizes the Department's replacement costs, and ensures sufficient functional equipment is available to members. Each member is responsible for the department owned property that he is issued or uses. Property lost or damaged through negligence, misuse or improper care may subject the responsible member to reimbursement charges and / or appropriate disciplinary action.

PROCEDURE:

I. Procurement of Department Property

- A. Purchasing of Department owned property is a centralized process of the property management function. All purchases are reviewed and initialed by the Commander of Administrative Services before being approved by the Chief of Police or his designee.
- B. All purchases made through requisition or the use of issued purchasing cards is governed by the provisions of the City's purchasing regulations as issued by the City's Finance Director.
- C. Property or equipment is purchased in accordance with budgeted allocations. The Fiscal Technician ensures that all requisitions are prepared properly and budget accounts are checked prior to submission to the City Purchasing Department, or directly to the Finance Department.
- D. Property or equipment received by the Department is normally delivered to the Administrative Services Division, and then routed to the appropriate Division.
- E. Any member receiving property or equipment through a direct delivery is required to notify the Fiscal Technician or the Commander of Administrative Services of the delivery, and forward all attendant invoices, billing slips or other paperwork so that it may be forwarded to the Finance Department for payment.

II. Property Issuance

- A. The issuance, distribution and inventory of Department owned property is a function of the Administrative Services Division.
- B. Uniforms and operational equipment issued to members:
 - 1. An issued equipment/uniform inventory form is maintained for all members. This documents all equipment and uniforms issued to members.
 - 2. Members are responsible for maintaining department issued property in good condition.
 - 3. The damage or loss of any assigned property must be reported immediately to a supervisor. The supervisor should also be notified of any defects or hazardous conditions existing in any Departmental property or equipment.
 - 4. Requests for new or additional equipment or uniforms are made through completion of the Uniform/Equipment replacement form found in General Order 2-3.

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5. Members are required to surrender all Departmental property in their possession upon separation from service, or when otherwise ordered.
 - a. A property custodian documents the return of issued equipment and uniforms.
 - b. Failure to return Departmental property may delay and / or reduce final payment of wages.
6. All uniforms and equipment shall be examined to determine if suitable for reissue.
 - a. Uniforms will be professionally cleaned before they are reissued.
 - b. All equipment items will be checked for operational readiness before they are deemed suitable for reissue.
7. Emergency / All hazard equipment
 - a. Property associated with the departments all hazard / critical incident plan are inspected for operational readiness, at least quarterly. Specialized unit supervisors ensure that the appropriate inspections are done, normally at team trainings.
 - b. Equipment such as the Incident Command Vehicle and communication related items are the responsibility of the Technical Services supervisor or his designee.

Attachments: N/A

Index as: Department Owned Property.
Inventory.
Equipment Issue.

References: N/A