



Apex Police Department General Order



Title Agency Property and Inventory Control		Order Number 606-20
Effective Date: September 15, 2020	Amends: General Order 606-15	
CALEA Standard: 17.5.1, 17.5.2, 41.3.4	Rescinds:	
Reference:	Pages: 5	
Forms: F606 – Equipment Sign-out and Accountability Sheet F606a – Division Equipment Inventory/Inspection F606b – Equipment Sign-out and Accountability Sheet (Patrol)		

Agency Property and Inventory Control

Purpose

The purpose of this General Order is to establish procedures for the distribution, disposition, and accounting of property in the possession of the department.

Policy

It is the policy of the Apex Police Department to hold all employees accountable for agency-owned property assigned to them. Supervisors are responsible for the overall management of agency-owned property used by personnel under their supervision.

Definitions

Operational Readiness – Care and cleaning, preventative maintenance, repair, workability, and responsiveness.

Personal Equipment – Department-issued items including uniforms, jackets, batons, etc.

Procedures

Agency-Owned Property Control (17.5.1)

1. The procurement or requisitioning of property owned by or assigned to the department will be centralized through the Office of the Chief of Police. The Administrative Division Commander is charged with the responsibility for the procurement and maintenance of agency-owned property. Agency owned property includes:
 - Installed property
 - Uninstalled property
 - General equipment and supplies
 - Munitions
 - Expendable items
2. The Deputy Chief of Police is responsible for conducting internal monitoring of the following departmental non-cash fiscal activities:
 - Purchase requisitions
 - Travel, meal, and incidental expense reports
 - Training expense reports
 - Procurement card statements
 - Other open accounts
3. The appropriate Division Commander will advise the Deputy Chief of Police and Chief of Police, as necessary, regarding the status of non-cash, fiscal activities in their areas of responsibility.
4. The department will maintain accurate records on the maintenance and inventory of agency-owned property as directed by the Chief of Police. Inventory records will include, but are not limited to:
 - Current written records on all agency equipment purchases by date, item, and when applicable, person to whom items were issued
 - Current written records of items replaced, retired, damaged, destroyed, or lost
5. Annually, Division Commanders will ensure a documented inventory/inspection of equipment/property assigned to their perspective components, units, section, and/or function is conducted.
 - The review will be completed and submitted to the Chief of Police by January 31st of the year following the period subject to the inventory/inspection.
 - Exceptions to this schedule may be approved by the Chief of Police.

Issuing/Re-issuing Agency-Owned Property

1. The Administrative Division Commander and the Quartermaster are responsible for determining the need for proper storage, inspection, and dispensing of police equipment.
2. Subject to the provisions of this directive, equipment that is worn, damaged, and/or destroyed in the line-of-duty will be repaired or replaced by the department. Officers wishing

to replace worn, damaged, and/or destroyed equipment must complete form F306 - *Request for Uniform/Equipment* and forward it to the Quartermaster through their chain of command.

3. In cases where agency-owned property is missing, lost, or stolen, the employee will notify his/her immediate supervisor, or if not available, the on-duty supervisor or Watch Commander.
 - The employee noticing an item missing, lost, or stolen will prepare and forward a written report of the incident to their immediate supervisor.
 - The supervisor receiving the report will review it, attach their comments and recommendations, and forward the correspondence through their chain of command to the Chief of Police.
 - The employee's immediate supervisor is responsible for investigating all incidents of missing, lost, or stolen agency-owned property pursuant to applicable directives.
 - A written report detailing the results of the investigation or inquiry will be forwarded through the Administrative Division Commander to the Chief of Police.
4. Agency-owned property that is no longer serviceable or is due for replacement, will be disposed of in the following manner and documented using Town of Apex Surplus Property Declaration form as approved by the Town Purchasing Manager:
 - Traded in
 - Sold at an authorized public auction
 - Destroyed
 - Reassigned to another Town of Apex department
5. In the case of uniforms, all patches and insignia must first be removed and returned to the Quartermaster.
6. Upon resignation, retirement, or termination employees must return to the Quartermaster all issued uniforms, equipment, supplies, and any other property owned or assigned by the department, unless otherwise approved by the Chief of Police.
7. The Records/IT Manager will issue departmental cellular phones to an employee (i.e. supervisors, command staff, detectives, and others) as deemed appropriate based on need and only after approved by the Chief of Police.
 - The Records/IT Manager will maintain a record of all departmental cellular numbers and to whom the cellular numbers are assigned.

Issuing/Re-issuing Equipment from Division Equipment Rooms

1. Issuance of Property/Equipment:
 - All employees needing equipment from the division equipment room will make a request to their direct supervisor or, if not available, the on-duty supervisor

- Authorized employees issuing equipment/property will complete Form F606 – *Equipment Sign-out and Accountability Sheet* or F606b – *Equipment Sign-out and Accountability Sheet (Patrol)* and conduct a cursory inspection prior to issuing the equipment
 - Supervisors are responsible to ensure proper check-out procedures are followed, whether the equipment/property is issued by themselves or by their designee
 - The direct supervisor, on-duty supervisor, or his/her designee is responsible for the daily issuance of agency-owned property assigned to their division equipment room(s)
 - Property/equipment issued for long-term use (more than one shift/day) will be noted on the appropriate equipment sign-out sheet by the issuing employee
 - Property/equipment will not be removed from a division's equipment room without first being inspected and properly signed out
2. Return of Property/Equipment:
- The direct supervisor, on-duty supervisor, or his/her designee is responsible for the documentation of the daily return of agency-owned property assigned to the division's equipment room(s) using form F606 – *Equipment Sign-out and Accountability Sheet* or F606b – *Equipment Sign-out and Accountability Sheet (Patrol)*
 - Authorized employees receiving equipment will verify the return in the appropriate section of the equipment sign-out sheet
 - A cursory inspection will also be conducted to check for damage and/or missing items prior to accepting the equipment for return
3. Equipment Room Management:
- When not in use, operational-assigned equipment will be stored in the division's equipment room(s)
 - The Division Commander or his/her designee will conduct a documented, monthly property/equipment count and inspection using form F606a – *Division Equipment Inventory/Inspection* to ensure equipment accountability, compliance with issue/reissue procedures, and that assigned property/equipment is maintained in a state of operational readiness
 - **Note:** Division Commanders are responsible for ensuring form F606a – *Division Equipment Inventory/Inspection* is attached to the division's monthly report and forward to the Office of the Chief of Police as appropriate

Maintenance of Agency-Owned Property (17.5.2)

1. Department employees are responsible for the care and safekeeping of agency-owned property personally issued to them and for ensuring such property/equipment remains in a continuous state of operational readiness. If employees discover a problem or deficiency with the property/equipment issued to them, they will report such deficiency to their supervisor immediately, if feasible, or if not available, as soon as possible to the on-duty supervisor or Watch Commander.

2. The Division Commander, or his/her designee, will ensure that stored property assigned to his/her division is maintained in a state of operational readiness and in sufficient quantity to meet the ongoing needs of the department.
3. Maintaining operational readiness of stored property/equipment includes:
 - Care and cleaning
 - Preventive maintenance
 - Repair
 - Workability
 - Availability
4. Any employee who has, through negligence or carelessness, lost or damaged any of his/her equipment may be required to reimburse the department for all or part of the cost of such item(s).
5. Supervisors will verify the operational readiness of agency-owned property through a process of ongoing line inspections.

Text in “Green” denotes a significant change in policy.

BY ORDER OF:



John W. Letteney
Chief of Police