



KANSAS CITY, MO. POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

**PROCEDURAL INSTRUCTION**

9-12-2014

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14-15

SUBJECT

AMENDS

**Inventory and Control of Department Fixed Assets**

REFERENCE

RESCINDS

Procedural Instruction 10-10

**I. INTRODUCTION**

- A. This written directive establishes guidelines and procedures for the control and maintenance of department equipment.
- B. This written directive will also provide guidelines in maintaining accurate records of all property owned by the department, including location, for purposes of insurance and fiscal responsibility.

**II. TERMINOLOGY**

- A. **Asset Number** - A seven-digit control number assigned to each piece of nonexpendable equipment.
  - 1. The number can be affixed by a paper sticker or permanently marked on items by engraving, as needed.
  - 2. Specific equipment may be assigned an asset number, but not actually have the number affixed, (i.e., software, computers, vehicles, radios, undercover equipment, etc.).
- B. **Inventory Control Coordinator** - A position within the Financial Services Unit (FSU) with the responsibility of maintaining accurate records on all nonexpendable equipment owned by the department.
- C. **Inventory Member** - The member of each element who conducts or is responsible for conducting the inventory of the nonexpendable equipment.
- D. **Nonexpendable Equipment** - Equipment with a value of \$500 or more that is not reasonably expected to be used up or destroyed in normal service and considered to be a fixed asset. Exceptions to this rule:
  - 1. All department owned firearms.
  - 2. Grant equipment with the value of \$250 or more.
  - \*3. Equipment bought through city bond funds with the value of \$250 or more.

4. Pilferable items (i.e. camcorders, printers, building maintenance equipment, etc.).
5. Any additional equipment designated by the FSU Commander.

### **III. PROCEDURE**

- A. A complete inventory of nonexpendable equipment shall be established and maintained by the FSU.
- B. All nonexpendable equipment will be assigned an asset number by the Inventory Control Coordinator or designee.
- \*C. Element supervisors/commanders are responsible for the location and condition of all equipment in their inventory and shall ensure the accuracy of their elements' equipment inventory at the end of each calendar year.
- \*D. Property Inventory Action, Form 269 P.D. (Form 269 P.D.); which is available in electronic or paper version, will be completed to report any action taken involving nonexpendable equipment.
- E. The Kansas City Police Historical Society (KCPHS) will be contacted to assess the historical value of any property that might have historical significance prior to being disposed of.

### **IV. TABLE OF ANNEXES**

- Annex A - Yearly Inventory of Department Assets
- Annex B - Inventory Verification
- Annex C - Equipment Acquisition
- Annex D - Repair or Replacement of Office Equipment and Furniture
- \*Annex E - Other Department Assets

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Alvin Brooks  
Board President

**DISTRIBUTION:** All Department Personnel  
Public View Master Index – Internet  
Department Master Index - Intranet  
Policy Acknowledgement SyStem (PASS)

**YEARLY INVENTORY OF DEPARTMENT ASSETS**

- A. The timely completion of the department inventory is necessary to accurately report the value of department contents. A contents insurance policy is purchased annually based on the value of department contents.
- \*B. The inventory printouts and instructions shall be disseminated to the Division Commander, who will forward them to the Inventory Member.
- \*C. Each element will designate an Inventory Member to conduct an inventory of fixed assets annually during the last month of the calendar year as follows:
  - 1. Verify accuracy of the printout.
  - \*2. When the inventory is completed, sign the inventory printout. A memorandum will be completed and attached to the inventory printout. The memorandum will contain the following items:
    - a. Asset number and description of any items not located.
    - b. Asset number, description and location of any item located that is stickered, but is not on the printout.
    - c. Description and location of items located, but not stickered or listed on the printout.
    - d. Names, serial numbers, and assignments of members conducting the inventory.
    - e. Any information the Inventory Member feels is pertinent.
    - f. Inventory Member's signature.
  - \*3. The above procedure applies to each individual element printout. Printouts may not be combined. A summary memorandum must be signed and attached to each numerical printout and endorsed by the Division Commander before returning to the Inventory Control Coordinator.
  - 4. The Inventory Member will make a video of all rooms and equipment. If a video camera is not available, the member will contact the Inventory Control Coordinator and one will be made available for temporary use.

- \*5. The signed printout, any memorandum, and the video shall be forwarded through the Inventory Member's chain of command as soon as it is completed.
  - a. The printout should be received by the Accounting Section no later than thirty (30) calendar days after receiving the request that the inventory be completed.
  - b. Additional time may be granted by making a request to the FSU Commander.
  
- D. The Accounting Section will conduct unannounced fixed asset inspections of one (1) to three (3) department elements each month as staffing and workload allows.
  - 1. The element selected will be noted on a log so the same element will not be selected again before every element has been inspected at least once.
  - 2. The supervisor/commander of the element selected for inspection will be notified the day before the inspection is to begin.
  - 3. The supervisor/commander will contact the Inventory Member to assist the designated Accounting Section personnel in locating the fixed assets.
  - 4. The number of items selected will range from 5% to 10% of the total number of fixed assets assigned to the element.
  - 5. If any of the selected fixed assets are not located during the inspection, the element Inventory Member will prepare a memorandum outlining what happened to the property (i.e. lost, stolen, non-documented transfer, out for repairs, in storage etc.).
    - a. This memorandum will be forwarded through the chain of command to the Accounting Section.
    - \*b. This memorandum, along with a copy of the inspection memorandum, will be retained in the Accounting Section according to current written guidelines within the FSU.
  - 6. Accounting Section personnel will prepare a memorandum outlining the results of the inspection. If a discrepancy is found and not resolved, the memorandum will be forwarded through the chain of command to the inspected element's supervisor/commander.

**INVENTORY VERIFICATION**

- A. Upon assuming supervision/command, an optional property inventory may be conducted at the new supervisor's/commander's discretion. Should this inventory be conducted, the completed property inventories shall be forwarded to the FSU within thirty (30) working days of the effective date of transfer. The supervisor/commander of each element shall:
1. Request a printout of the element's property inventory from the Accounting Section via email to [Inventory@kcpd.org](mailto:Inventory@kcpd.org).
  2. Verify the printout is accurate. Sign and date the printout to signify approval. Return the printout to the Accounting Section.
  3. Document specific inaccuracies (i.e., missing or unlisted equipment, etc.) utilizing a memorandum. The memorandum, along with the printout shall be forwarded through the chain of command to the Executive Services Bureau for final review and recommendation.
- B. Lost or Stolen Items
1. When equipment is known to be lost or stolen, the element supervisor/commander will forward a memorandum, attached to the related loss or stealing report, through the chain of command to the Executive Services Bureau requesting the item be removed from the element's inventory. The memorandum will contain the following information:
    - a. Description of the item.
    - b. Element where item was assigned at time of loss or stealing.
    - c. Asset, Model and Serial numbers (if known).
  2. When directed to do so by the Executive Services Bureau Commander, the Accounting Section will remove the item from the department's inventory, after receiving a copy of the memorandum.

**EQUIPMENT ACQUISITION****A. New Equipment**

1. New equipment requisitions will be processed by the Purchasing Section. The Accounting Section will be notified by the Purchasing Section that new equipment will be added to the receiving element's inventory.
2. The supervisor/commander of the receiving element will notify the Accounting Section within two weeks via telephone if the item is delivered and the inventory control number is not received.

**B. Surplus Inventory**

1. All requests for items from surplus inventory will be forwarded via email to [Inventory@kcpd.org](mailto:Inventory@kcpd.org) (Accounting Section). Requested items, if available, will be transferred from surplus inventory to the requesting unit after an approved written request and Form 269 P.D. (available in electronic or paper version) is received in the Accounting Section.
2. When an item listed on an element's inventory is to be returned to surplus inventory, it shall be transferred to inventory storage by written request, coordinated by the Accounting Section.
- \*3. Surplus equipment
  - a. Select the "surplus equipment" link located on the department intranet site under "site map."
  - b. Items located in storage may be transferred to an element by making a written request or submitting an email to the FSU Commander.

**C. Transferred Equipment**

1. Whenever equipment is transferred from one section, element, unit, division, or bureau to another, the relinquishing element supervisor/commander will:
  - a. Complete the Form 269 P.D. acknowledging the transfer.
  - b. Forward the completed Form 269 P.D. via email to [Inventory@kcpd.org](mailto:Inventory@kcpd.org) or via interdepartment mail to the receiving element.
  - \*c. Retain a copy of the Form 269 P.D. until return receipt of Form 269 P.D. is received from the Inventory Control Coordinator.

2. The receiving element supervisor/commander will:
  - a. Print, sign and date the Form 269 P.D., acknowledging the receipt.
  - b. Forward the Form 269 P.D., to the Accounting Section for computer update via interdepartment mail or email.
- \*3. The Inventory Control Coordinator will:
  - a. Complete the computer updates after receipt of the Form 269 P.D.
  - b. Sign and date the Form 269 P.D.
  - c. Return a copy of the Form 269 P.D. to the relinquishing element supervisor/commander via interdepartment mail or email.

## REPAIR OR REPLACEMENT OF OFFICE EQUIPMENT AND FURNITURE

### A. Office Equipment

1. Whenever equipment such as an office machine needs repair, the Accounting Section will be notified via telephone or email. Include the asset number or the serial number when making the notification.
2. The FSU will determine if the office equipment will be repaired or replaced. Equipment will not be transported to the Supply Section for repair.
3. If the equipment needs replacing, the Accounting Section will advise the element supervisor/commander to prepare a memorandum, to be forwarded through the chain of command to the Purchasing Section, requesting replacement.

### \*B. Office Furniture

1. When office furniture is in need of repair or replacement, the Purchasing Section will be notified via telephone or email. Have the asset number or the serial number available.
2. The FSU will determine if the item can be salvaged or will be destroyed. If the item will be destroyed, the Purchasing Section will coordinate with the Accounting Section.
3. If the item cannot be repaired and there are no suitable surplus items, the element supervisor/commander will prepare a memorandum, to be forwarded through the chain of command to the Purchasing Section, requesting replacement.

### C. Disposal Procedure

- \*1. When it is determined, in coordination with FSU, that furniture, or office equipment, or other department assets are to be disposed of, the relinquishing element supervisor/commander will:
  - a. Complete a Form 269 P.D. (available in electronic or paper version), indicating date disposed.
  - b. Forward the completed Form 269 P.D. via email to [Inventory@kcpd.org](mailto:Inventory@kcpd.org) or via interdepartment mail to the Accounting Section.
    - (1) Smaller items may accompany the paperwork.

- (2) The removal of larger items will be coordinated by the Accounting Section, once the applicable paperwork is received and approved.
  - c. Retain a copy of the Form 269 P.D. until return receipt of Form 269 P.D. is received from the Inventory Control Coordinator.
2. The Accounting Section will:
- a. Arrange for the removal and destruction of the item.
  - b. Sign the Form 269 P.D., acknowledging disposal, and remove the item from the department's inventory data files.
  - \*c. Return a copy of the completed Form 269 P.D. to the relinquishing element supervisor/commander.

**OTHER DEPARTMENT ASSETS**

- \*A. Unit/Section Responsibilities for specific department assets:
  - 1. Communications Support Unit
    - a. Hand held radios
    - b. Mobile radios
    - c. Mobile data computers
    - d. Other communications equipment and reserve radios
  - 2. Technology Support Section
    - a. Desktop computers
    - b. Laptop computers
    - c. Associated software related to desktop and laptop computers
  - 3. Digital Technology Section – In-car video cameras
  - 4. Fleet Operations Unit
    - a. Department vehicles
    - b. Department bicycles
    - c. Department all-terrain vehicles (ATV)
  - 5. Supply Section – department owned firearms
- B. Lost or Stolen Radio Equipment
  - 1. If a hand held radio, mobile radio, or other communications equipment is lost or stolen, a report entitled, “Loss” or “Stealing” will be completed.
    - a. The Communications Unit Supervisor and the Communications Support Unit should be notified immediately by phone so that the transmitting/receiving capabilities of the radio can be disabled.
    - b. A copy of the appropriate report, along with an Interdepartment Communication, Form 191 P.D., will be forwarded through the chain of command to the bureau commander. The Interdepartment Communication, Form 191 P.D., will consist of the following:

- (1) A detailed summary of the incident surrounding the loss or theft. Include the case report number in the Interdepartment Communications, Form 191 P.D.
    - (2) Names of all identifiable persons at the scene.
    - (3) The assigned department member's name in charge of the item when it was lost or stolen and any suspect information.
  - c. The element supervisor/commander shall immediately forward a copy of the report to the Communications Support Unit Supervisor. A copy of all reports will be forwarded by the member's bureau to the Financial Services Unit and the Communications Support Unit.
  - d. A replacement will be obtained only with approval from the member's bureau commander.
2. Upon receipt, the Communications Support Unit Supervisor will update the element's inventory.

#### C. Damage to Radio Equipment

1. If damage to radio equipment (e.g., a hand held radio, mobile radio, or other communications equipment) resulted from a malicious act, a report entitled, "Property Damage" will be completed.
2. If damage to radio equipment was unintentional, documentation will be submitted on an Interdepartment Communication, Form 191 P.D., through the chain of command. The bureau commander will make final determination if the department member's negligence is involved.
3. If any radio equipment is damaged, the Communications Support Unit will determine if a replacement is needed.

#### D. Replacement of Radio Equipment

1. If any radio equipment needs replacement, the Communications Support Unit will assign a replacement to the respective element. Communication Support Unit will be responsible for updating the radio inventory.
2. If any radio equipment is to be repaired, it will be exchanged by the Communications Support Unit on a one-for-one basis.