	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p>		Number: M1115
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			Distribution: All
Title: PROPERTY MANAGEMENT - DEPARTMENT OWNED PROPERTY			Section: Administration
Issued: 5/8/2012		Effective: 5/16/2012	Revised: 02/01/2024
Rescinds: All Previous		Amends: 02/22/2022	
CALEA References: LE 17.5.1, 17.5.2, 26.1.1; COM 2.4.8, 2.4.10, 2.4.11			
KLEAP References:			
Review: Annual		Authority: Chief Buck Buchanan	

## I. Purpose

The purpose of this General Order is to provide guidance, procedure, and accountability for department-owned property and issued equipment.

## II. Policy

The Andover Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. The overall responsibility for the department's inventory of equipment lies with the Administrative Assistant; however, all employees are expected to properly care for the equipment and materials issued to them.

## III. Definitions

- A. Fixed Assets:** Machinery, equipment, assembled furniture, fixtures, etc., whose total purchase price is \$100.00 or more and with a life expectancy of three years or more, including all office furniture and appliances (excluding computer and communications equipment).
- B. Electronic Equipment:** Computers, servers, printers, monitors, and all communications equipment.


## IV. Regulations

- A.** Employees are required to take proper care of all equipment entrusted to their use or custody. Abuse, misuse, or negligence will result in appropriate disciplinary action. [B]

## V. Procedures

### A. Inventory of Fixed Assets (LE 17.5.1a; COM 2.4.8a)

1. The Administrative Assistant will maintain an inventory of all department property and issued equipment with a useful life of three years or more and a value of \$500 or more.


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2. This inventory of fixed assets will include, at a minimum, an identification number, a description, date of acquisition, value, and the place or person to whom it is assigned.
3. Changes in assignment or location shall be reported to the Administrative Assistant who shall update the inventory.
4. The Chief of Police, Operations Commander, Special Service Commander, and the Communications Director shall conduct an inventory of the fixed assets assigned to or located within their sections of responsibility using a list provided by the Administrative Assistant. Any additions or deletions from the list should be documented and returned to the Administrative Assistant by April 1<sup>st</sup> of each year.
5. The City of Andover's I.T. Director will be responsible for developing and maintaining an inventory of all department electronic equipment that will include computers, monitors, printers, servers, and communications equipment. The Electronic inventory will include at a minimum, an identification number, a description, date of acquisition, value, and place or person to whom it is assigned.
6. The I.T. Director shall conduct an inventory of department electronic equipment assigned to or located within their section of responsibility using a list provided by the Administrative Assistant. Any additions or deletions from the list should be documented and returned to the Administrative Assistant by April 1<sup>st</sup> of each year listing the department's inventory of electronic equipment.

**B. Issued Equipment (LE 17.5.1b; COM 2.4.8b)**

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1. Each employee will be responsible for the maintenance of articles issued by the Department. This includes items such as radios, weapons, uniforms, keys, etc. (LE 26.1.1).
2. The Administrative Assistant will maintain records of non-expendable items issued to officers, including gas cards, department IDs, badges, uniforms, equipment, and weapons.
3. Only equipment issued by the Andover Emergency Communications Center is authorized for use by Communication Officers during the course of their official duties. The Communications Director will maintain records of the department's approved items issued to communication officers, including headsets, department IDs, badges, and uniforms (COM 2.4.11).
4. Replacement of issued items, that become inoperable or non-serviceable, will require that the item be surrendered at the time of replacement. Uniform and personal equipment may be replaced or purchased out of the officer's annual uniform allowance. All uniform items and equipment purchased for the officer

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from the officer's uniform allowance remain the property of the Andover Police Department.

5. All issued uniform and personal equipment must be checked back in when they become inoperable or non-serviceable, or at the conclusion of the employee's employment. Employees need not return footwear issued by the department.
6. The acquisition of unusual or special order items require prior written authorization from the Chief of Police or his/her designee.
7. The Department will follow the procedures established by the city purchasing agent (Chief Financial Officer) in the acquisition of all equipment and supplies.

#### **C. Damage, Loss, and Theft of Equipment (LE 26.1.1)**

1. Employees are required to take proper care of all equipment and supplies entrusted to their use or custody. Abuse, misuse, or negligence will result in appropriate disciplinary action.
2. Uncommon wear-and-tear or problems with the serviceability of equipment shall be reported to the employee's immediate supervisor in writing and forwarded to the Chief of Police whenever discovered by an employee.
3. Loss, theft, or damage to issued equipment and property (useful life of more than three years, value of \$100.00 or more) shall be reported in a written report to the employee's immediate supervisor and forwarded to the Chief of Police. Loss, theft, or damage to issued equipment as a result of a criminal action will require an offense/incident report.

#### **D. Maintaining for Operational Readiness**

1. The Operations Commander and the Communications Director shall ensure the operational readiness of all unassigned department-owned property. Such assurance may be accomplished by several methods which include but are not limited to: (LE 17.5.2; COM 2.4.10):
  - a. Conducting annual inspections of equipment;
  - b. Conducting unannounced inspections;
  - c. Requesting inspections be conducted by Watch Commanders.
2. The responsibility to ensure operational readiness of unassigned equipment or property shall be stored by the employee assigned to the equipment or the supervisor in charge of the function to whom the property or equipment is assigned (e.g. unassigned weapons, patrol bicycles, etc.).