

**Police Department
Baltimore, Maryland**

General Order 01-87

O-6

25 March 1987

Subject: Control, Inventory and Accountability of Property

POLICY

It is the policy of the Baltimore Police Department to provide for a system of control, inventory and accountability, and continual audit of property under its control. The Chief, Property Division is responsible and accountable for the management and control of all property owned by the Agency; in custody of the Agency; acquired by the agency; and purchased, recovered or evidentiary property. The Chief, Property Division will authorize the disposal of all Agency owned property through the Bureau of Purchases.

IMPLEMENTATION

The Chief, Property Division is responsible for implementation of this procedure.

RESPONSIBILITIES

- Commanding Officers** 1. Be responsible for the custody or accountability of all property assigned to their command, including:
- a. None expendable property having a value of \$100.00 or more.
 - b. Any other items which may be appropriate due to being serialized, not serialized or needed for control purposes, regardless of value.
2. Periodically inspect all property assigned to their command to ensure its accountability and evaluate its condition and serviceability.
3. Receive an original and duplicate of a Consolidated Memorandum Receipt (CMR) listing property assigned to their command.
- a. A work copy shall be kept in the unit's files for a period of two years or until there is a change of command, or audit.
 - b. The original shall be verified, signed on the last page and returned to the Chief, Property Division as a permanent record within **30 working days**, unless an extension is granted in writing by the Chief, Property Division.
4. Verify the property on the CMR with property on hand, during the annual inventory.
5. Report discrepancies of any nature between CMR and property inventories in writing, via official channels, to the Chief, Property Division, that cannot be resolved by the member of the ICU. Include in this report property described in item 1.

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6. Report in writing to the Chief, Property Division, and the Director, Fiscal Division, upon receipt of property not originating from within this department.
7. Donated and Surplus Property:
 - a. Report in writing to the Chief, Property Division, about the receipt of approved donated property immediately upon its entrance into this department when it is not practical for the Chief, Property Division, or designee to take receipt of the approved property. Make this notification within 24 hours or the next working day and prior to the use of such property.
 - b. Prior to obtaining any surplus property from the several warehouses, approval must be received in writing from the Chief, Property Division. Upon acquisition of the property, advise the Chief, Property Division in writing to facilitate entry of the property on the CMR.
 - c. Accept no property offered for donation to this department, by any member without prior approval of the Police Commissioner.
8. Ensure each item of non expendable property has a departmental inventory control number.
9. Report in writing to the Chief, Property Division, about the transfer of any property listed on the CMR.
10. Obtain permission, via channels, from the Chief, Property Division, prior to the transfer, removal or the reasonable interchange of usable parts from item to item (cannibalization) of any property, for any reason, listed on CMR.
11. Review the condition codes of items listed on the CMR in order to keep abreast of the true condition of those same items. When needed, adjust the condition codes (see Annex B).
12. In the case of grants, report in writing to the Chief, Property Division, the receipt of property and the specific associated grant number to be recorded on the CMR. (From time to time, this department has been awarded a number of Federal grants which provide fiscal support of specific projects. In most instances, these projects provide for the purchase of furniture and/or equipment having a calculable life span, and for which the department is accountable.)
13. Having concurrent responsibility for initiating investigations about lost, misplaced, damaged or destroyed departmental property.
14. Report and investigate the loss, damage or destruction of departmental property to the Chief, Property Division, via official channels, with a copy to the Director, Inspectional Services Division. Initiate recommendation for disciplinary action as appropriate via established procedure.

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15. In extraordinary cases, request the Board of Survey in memorandum form via the Deputy Commissioner, Human Resources/Service Bureau, to investigate the loss, damage or destruction of departmental property.

Any other member may be chosen by the Police Commissioner to investigate circumstances surrounding lost, misplaced, damaged or destroyed property. Reports of investigation shall include, but are not limited to, the following elements:

- a. Present condition
- b. Cause of present condition
- c. Disposition recommended

16. Be aware of the following exceptions pertaining to investigative action:

- a. When it is the opinion of the commanding officer that no negligence is indicated in the loss, damage or destruction of departmental property; or that for reasons known to the commanding officer, no negligence or responsibility can be determined and that an investigation under those conditions would constitute an unnecessary administrative burden, this opinion will be reported in writing via official channels to the Chief, Property Division.
- b. Investigative action **is not** usually needed when an individual accepts responsibility for loss, damage or destruction of departmental property and voluntarily offers to reimburse the department for such loss, damage or destruction.

In either case, a statement that this action has been accomplished along with the facts and circumstances will be written and sent to the Chief, Property Division, via official channels in lieu of the investigation report. These reports will be evaluated by the Chief, Property Division. Should he disagree with the opinion of the commanding officer, he will send the commanding officer's report and a statement of his reasoning and opinions to the Board of Survey for final evaluation. Excepted from these provisions are situations when an investigation is required by directives governing investigations of accidents in which departmental vehicles are involved.

Acceptance of responsibility for loss, damage or destruction of departmental property, and the voluntary offer to pay the department for such loss, damage or destruction, does not relieve an individual of the consequences of wrongful acts. It need not be accepted and, in the opinion of the commanding officer, there are other circumstances which warrant action. Reimbursement in no way forestalls such action.

17. Advise the Chief, Property Division, via official channels, of property in excess of their needs so that this property may be distributed within the department or to other City agencies.

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18. Report in writing to the Chief, Property Division, via official channels, property which is unserviceable due to wear, age or damage. Include the item(s) serial number and property number when applicable.

No property will be disposed of by any member of the department.

**Chief
Property
Division**

19. Sign all requests for property originating in your command (see Annex C).
20. Distribute and issue original and replacement equipment, and recall any surplus or unserviceable departmental property.
21. Cause the ICU to call for an annual inventory of departmental property by command. Every other year, this annual inventory will be conducted jointly by command and the ICU. An inventory shall also be called for whenever a change of command occurs, and the Consolidated Memorandum Receipt will be signed by both command members. Additionally, the Chief, Property Division may at any time cause an inventory to be conducted.
22. Maintain records of the status of all property held by the Agency.
23. Receive requests for replacement of departmental property. Denied requests shall be returned to the requesting unit.
24. Accept property which is an approved donation. The Chief, Property Division, or his designee shall personally accept the donated property.