



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

3003 R-5

EQUIPMENT INVENTORY & CONTROL

Effective Date: 12/15/1995

Revision Dates: R-1 05/16/1997; R-2 06/11/2003; R-3 02/01/2006; R-4 01/04/2016; **R-5 09/09/2019**

INTRODUCTION

It is the policy of the Durham Police Department (DPD) to account for City of Durham-owned property and equipment. To effectively manage department property, DPD uses annual inventories and a system of accountability established herein for all members.

MAJOR FIXED ASSETS

All property, equipment and assets of the City of Durham with an original purchase price of \$5,000 or more and donated items with a fair market value of \$5,000 or more are considered "major fixed assets." Proper control of these items is outlined in city policy [FP-202 Capital Assets](#). Major fixed assets are marked with a permanent city asset tag, which bears a unique number that corresponds to a master inventory maintained by the city Finance Department. The tags are supplied to DPD by the Finance Department and must be affixed by the unit or office responsible for the item. The Finance Department forwards the annual fixed asset inventory to the DPD Fiscal Services Division (FSD). Any changes or deletions must be duly recorded per [FP-202 Capital Assets](#).

NON-FIXED ASSETS

All DPD property, equipment, and assets with an original purchase price greater than \$100 and less than \$4999 are considered non-fixed assets. Non-fixed assets are documented on an inventory maintained by the individual divisions, units, or offices that have responsibility for the items. With exceptions noted below, all non-fixed asset items must bear a DPD asset tag that carries a unique control number.

The following specific categories of personally-assigned items are not required to display a numbered departmental asset tag, but must be recorded by serial number, phone number, or some other specific descriptor:

- Weapons
- Portable radios (inventories of two-way radios are the responsibility of the Radio Shop)
- Rechargeable flashlights
- Cellphones
- Land-line telephones
- Tactical gear

Expendable goods such as bullets/shells, paper stock/forms, repair parts, clothing, batteries, etc. are exempt from the sticker and inventory system.

Units may acquire minor asset tags from Supply and affix them to qualifying items. In the situation of a lost/destroyed non-fixed asset tag, Supply will provide a replacement tag, which will then be updated on the appropriate inventory form.

INVENTORY CONTROL

All equipment that is issued to an individual member, where the equipment is for the use of that member and the member is responsible for maintaining the equipment, will be documented to include the name of the member, the type of equipment issued, any serial or identification numbers on the equipment, and the date the equipment was both issued and returned. Returned equipment will be evaluated for functionality before it is reissued to another member.

Department components and specialized units may store and maintain equipment that qualifies as non-fixed assets, which must be documented using the "Non-Fixed Asset Inventory" form, supplied by FSD. All units are responsible for maintaining stored equipment in a state of operational readiness. Equipment issued to members for temporary use will be documented by the component responsible for the equipment storage and maintenance. Non-operational equipment will be evaluated to determine the best course of action, which may include repairing the equipment, replacing it or disposing of it.

Annually, FSD will initiate a physical count of all department assets to verify against the master inventory list. The inventory should reflect newly acquired or deleted items from the previous year's inventory. In the case of a deleted item, the departmental location it was transferred to or the fact that the item was sold, donated, destroyed, lost, etc. will be noted. Any unexplained discrepancies or missing items should be referred to the division or unit head for action. A copy of the inventory, completed by the FSD, will be sent to the division offices. The asset tag numbers, both major and non-fixed, will be the item's permanent department control and tracking numbers for their respective inventories.

There are four exceptions to the above procedure:

- DPD Information Technology Division will maintain inventory on all computers and peripheral equipment, including monitors, printers and office phones. They will conduct the physical inventory and maintain a current record of inventory items.
- The Police Fleet will maintain a perpetual inventory on all departmental vehicles and will reconcile both the fixed asset inventory and the perpetual inventory, annually. After completing the reconciliation, the inventories will be forwarded to the FSD.
- The Supply unit will maintain the inventory of all stockroom items, including uniform items and duty equipment, as well as personally-issued items for which personnel are financially responsible. When members separate from DPD, the Supply unit will account for all items based on the employee's equipment issuance form.
- The Training Division will maintain a perpetual inventory of all firearms and conducted electrical weapons, including maintenance and issuance/return records.

ITEM CATEGORIES FOR THE NON-FIXED ASSET INVENTORY (ORIGINAL VALUE EXCEEDS \$100)

- Office furniture - chairs, file cabinets, carts, tables, safes, lockers, computer workstations, etc.

- Electronic office equipment - cameras, typewriters, televisions, videocassette recorders, projectors, etc.
- Specialized electronic equipment - Alco-Sensors, night-vision scopes, Kel-System, radars, testing equipment, etc.
- Household items - microwaves, refrigerators, ovens, coffee pots, and other appliances, etc.
- Radio items - chargers, radio scanners, two-way radios, etc. that are not assigned to individuals and not inventoried by the Radio Shop.
- Weapons – all weapons not issued to individuals
- Rechargeable flashlights that are not assigned to individuals.
- Telephone instruments – land-line sets only.
- Miscellaneous items.

DISCREPANCIES

The FSD may follow up on any discrepancy noted or discovered in the inventories by contacting the member that was last listed as bearing responsibility for the item to verify its current location.

PERSONAL ACCOUNTABILITY (LOSS OF OR DAMAGE TO EQUIPMENT)

Members assigned city-owned equipment or property will be held responsible for the damage or loss of such property.

Members discovering damage to or loss of equipment will notify their supervisor immediately. An extensive search for any non-fixed asset must be conducted before making a final determination that the property has been lost. If it is determined that the property was stolen, then an incident report will be completed as soon as possible.

Notification Processes

If a non-fixed asset has been lost, stolen or damaged, the responsible division or district commander must draft a Notification Regarding a Non-Fixed Asset memo and submit it through their chain of command. The appropriate deputy chief will review and sign the memo, then turn it over to FSD with minimal delay. A completed and signed Non-Fixed Asset Inventory Change will be attached to the memo and forwarded to FSD. If a fixed asset has been lost, stolen or damaged, the responsible division or district commander must contact the FSD manager and then complete all appropriate notification memos and forms as instructed.

Financial Responsibility

If damaged, lost, or destroyed equipment is the result of carelessness, in whole or in part, or intentional abuse, the responsible person(s) will be required to pay the costs of repairs or current replacement cost. If the loss is the result of accident or theft, written documentation of the incident shall be provided through the chain-of-command to the appropriate commander by the person responsible for the item.

For purposes of financial responsibility, the determination of carelessness shall be made by the FSD manager and the affected employee's division or district commander. In situations where the FSD manager and the affected employee's division or district commander cannot reach an agreement on whether or not the loss was due to carelessness, the final determination will be made by the Administrative Services Bureau Major.

DISPOSAL OF ASSETS

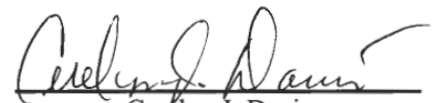
When fixed or non-fixed assets are no longer needed by the department or no longer have a practical purpose, they may be disposed of per city policy [FP-202 Capital Assets](#), the city's [Purchasing Policy & Procedure Manual](#) and state law.

The commander/supervisor responsible for any non-fixed assets that are no longer operable will draft a memo to FSD and a Non-Fixed Asset Inventory Change Form, through their chain of command, identifying and requesting the disposal of the property. The memo will include the type and amount of property, serial and asset tag numbers, and the general condition of the property. If a non-fixed asset is no longer operable but has parts that may be used to repair other assets, they may request that instead of disposing of the property, the asset be salvaged for parts. If a fixed asset is no longer operable, the responsible commander/supervisor must contact the FSD manager and then complete all appropriate notification memos and forms as instructed.

Assets purchased with grant funds will be disposed of using the applicable grant requirements. If the grant does not specify disposal requirements, the property will be disposed of using the city's surplus personal property disposal procedures. FSD personnel will determine if any property identified in the memo was purchased with grant funds and inform DPD planning and facilities personnel of all applicable disposal requirements.

Except for ammunition, expendable goods that are no longer needed by the department or no longer have a practical purpose should be turned over to the Supply Unit, whose members will evaluate the condition of the goods and determine if they may be used by others in the Department. Expendable goods that are damaged or are unusable will be destroyed by the Supply Unit.

FSD will forward disposal requests to DPD planning and facilities personnel, who will be responsible for reviewing the requests and coordinating the proper disposal of the property, per the [Purchasing Policy and Procedures Manual](#)


Cerelyn J. Davis
Chief of Police