

	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 06/23/23
Chief of Police: 	Purchasing and Inventory Control, 17.5	
Cross Reference: City of Elgin Purchasing Manual City of Elgin Procurement Card Manual 725 ILCS 150 720 ILCS 5/36-1 Elgin City Code - 5.21.020		Policy Sections: 17.5.1 Purchasing and Inventory 17.5.2 Disposition 17.5.3 Issuance/Return of Agency Owned Property 17.5.4 Operational Readiness of Stored Agency Property

PURPOSE

To establish guidelines and procedures to establish protocol for the purchase and inventory of department owned assets.

POLICY STATEMENT

It is the policy of the Elgin Police Department to ensure a centralized system for the purchase and inventory of department assets. Expenditures of public funds are one of the most critical areas of public trust and concern. The department strives to ensure fair, objective, and fiscally sound purchasing. It is the responsibility of every employee of the department who has the authority to use funds for purchases to ensure the highest level of integrity and accountability and are responsible for working with the Inventory Control Coordinator to ensure assets are inventoried in accordance with this policy. The spirit of this policy pertains to the purchase and inventory of assets that are non-consumable as defined below. Consumable assets are not required to be inventoried.

DEFINITIONS

Assets: Property and equipment owned by the department which can be purchased using asset forfeiture funds, grant funds, city funds or acquired through asset forfeiture proceedings.

- **Asset Forfeiture:** Assets that are seized or paid for through the State of Illinois Drug Asset Forfeiture Act (725 ILCS 150), State of Illinois Article 36 (725 ILCS 5/36-1) or in accordance with the guidelines established by the Department of Justice and the Department of Treasury.
- **City Funded:** Any asset paid in whole or in part using funds allocated to the department by the City of Elgin or funds placed into escrow from charitable donations.
- **Grant Funded:** Any asset paid in whole or in part using awarded grant funds.

Asset Identification Tag: A serialized identification tag that is affixed to an asset. A unique serial number can be used in place of the asset tag when the physical shape or size of the item makes it difficult to affix a tag.

Automated Records Management System: Process by which the documents described in this policy are completed, submitted, and maintained.

Budget Analyst: Employee responsible for processing invoices, monitoring department expenditures, and working in conjunction with the Deputy Chief to ensure items purchased are accounted for.

Consumable Asset: A commodity that is replaced frequently and intended to be consumed in a short period of time such as office supplies, coffee, food, paper, or envelopes.

Inventory Control System: Process by which the department categorizes and tracks non-consumable assets that are purchased.

Inventory Control Coordinator: Supervisor of the Systems Technology Unit who is responsible for maintaining a record of all department non-consumable assets or as designated by the Chief of Police.

Non-Consumable Asset: An item that is not replaced often and limited in supply such as office furniture, computer equipment, protective vests, technology equipment and stored agency property which is equipment such as special weapons, tactical tools, gear, devices, or items stored in police vehicles that need to be ready for immediate deployment. These items are required to be tracked within the department's inventory control system.

PROCEDURES

17.5.1 PURCHASING AND INVENTORY

- A. Commanders are responsible for ensuring employees authorized to make purchases exercise sound business practices and comply with the provisions of the Purchasing Manual and this policy.
- B. The City of Elgin's Purchasing Manual describes the major regulations and purchasing procedures that are to be followed by departments to achieve a uniform and consistent approach to purchasing. Specifically, the manual provides information not limited to:
 - 1. Current, accurate guidance to those personnel who are responsible for or participate in purchasing functions regularly.
 - 2. Small purchases - under \$25,000
 - a. Over \$5,000, up to and including \$24,999 require written quotes from no fewer than three vendors customarily providing the required goods or services.
 - b. Between \$1,000 and \$4,999 require the solicitation of written or verbal quotes from no fewer than two vendors customarily providing the required goods or services.
 - c. Under \$1,000 require the use of sound business practices, which includes reviewing multiple sources.
 - 3. Formal bidding process – over \$25,000
 - a. Performed through the release of an invitation for bids.
 - b. Refer to the city's Purchasing Manual, which is accessible via PowerDMS, to view information about the different types of bids, preparing formal bid specifications, and the process for opening a bid.
 - 4. Purchases made from a sole source vendor do not require a bidding process.
 - 5. Requests for proposals (RFP).
 - a. Allows the city/department to review the merits of competing offers.
 - b. Contract is awarded to the offeror submitting the most advantageous proposal.
 - c. RFPs are appropriate in situations where vendors will have to use creativity and problem-solving skills to prepare the proposal and perform the contract.

- d. Refer to the city's Purchasing Manual to view information about the announcement of RFPs, best and final offers, council recommendation, contract award/purchase order, etc.
- C. The city's procurement card program is coordinated by the Purchasing Department and governed by the city's Procurement Card Manual. This program was designed to enable the city to streamline the process of purchasing assets.
 - 1. Department heads request procurement cards for employees under their command, as appropriate. Employees receiving a procurement card are required to read and sign the Procurement Card User Agreement, which is maintained by the city's Purchasing Department.
 - 2. Employees are responsible for the security and purchase receipts of the procurement card.
 - 3. In making purchases, employees are responsible for ensuring the transaction is tax exempt. In the event tax is applied to the purchase, the employee is responsible for ensuring the tax is credited back to the department.
 - 4. Employees are responsible for electronically submitting their receipts to the Budget Analyst when the purchase is made and explaining the reason for the purchase.
 - 5. The Budget Analyst reconciles all receipts against corresponding statements and inputs each transaction into the city's electronic accounting system in a timely manner. An approval list containing all procurement card holder transactions is generated and submitted to the Deputy Chief for a review of discrepancies and final authorization.
 - 6. All receipts are electronically saved to the city's procurement card folder to be audited by the Finance Department.
- D. Purchases for non-consumable assets using grant, E911 and/or general city funds require completion of the Purchase Request Form which shall be reviewed through the chain of command to the appropriate commander. [View the Purchase Request Form](#)
 - 1. Upon final approval or denial, the Purchase Request Form will be routed back to the employee submitting the request.
 - 2. Once the item has been purchased and received, the employee who submitted the Purchase Request Form is responsible for completing the Inventory Control Form to provide a description of the item to include the identification number, manufacturer, make, model, and serial number, if available. [View the Inventory Control Form](#)
 - 3. Upon completion, the Inventory Control Form will be routed to the Inventory Control Coordinator so that the item is assigned an asset tag or unique identification number. The Inventory Control Coordinator will input the information related to the item into the department's inventory control system.
 - 4. A copy of the Purchase Request Form and associated documents will be saved to the automated records management system.
- E. Non-consumable assets to be paid from the drug asset forfeiture fund require completion of the Drug Asset Forfeiture Purchase Request Form; this shall be completed by the employee requesting the purchase. Completed forms shall be submitted to the Budget Analyst for review, with notification to their supervisor. The form will then be routed to the Deputy Chief prior to a final review by the Chief of Police. [Drug Asset Forfeiture Purchase Request Form](#)

1. Upon final approval or denial, the Drug Asset Forfeiture Purchase Request will be routed back to the employee submitting the request with notification to the Budget Analyst.
 2. Once the item has been purchased and received, the employee who submitted the Drug Asset Forfeiture Fund Purchase Request is responsible for completing the Inventory Control Form to provide a description of item to include the identification number, manufacturer, make, model, and serial number, if available.
 3. Upon completion, the Inventory Control Form will be routed to the Inventory Control Coordinator so that the item is assigned an asset tag or unique identification number. The Inventory Control Coordinator will input the information related to the item into the department's inventory control system.
 4. A copy of the Drug Asset Forfeiture Fund Purchase Request, receipts and associated documents will be saved to the automated records management system.
 5. Refer to the protocol outlined in Section 17.5.1(c) for procurement card purchases paid from the drug asset forfeiture fund.
- F. Pursuant to the city's Purchasing Manual, emergency purchases can be made when there is an imminent threat to public health, safety, or welfare.
1. Emergency purchases under \$20,000 can be processed as a requisition and, if over \$1,000 must include a memo or notation that the purchase was made due to an emergency.
 2. Emergency purchases over \$20,000 need prior city manager approval and include a memo detailing the emergency and the selection of the vendors(s), vendor names, purchase amounts, and the goods or services procured. Additionally, a standard City Council memo shall be prepared giving a full report of the emergency purchase.
- G. Prior to making an emergency purchase, authorization must be obtained from the employee's supervisor with notification to the Budget Analyst.
1. Employees shall make financially sound decisions during the emergency purchases. These purchases should be made with as much competition as possible under the circumstances.
 2. After the purchase has been made, personnel shall adhere to all protocol as it pertains to use of their Pcard and completion of forms relevant to non-consumable purchases; this shall be completed as soon as possible. Information on these forms is covered in Section D and E above.
- H. When entering into an emergency rental agreement, employees should obtain permission from their supervisor with notification to the Budget Analyst. All procedures pertaining to the use of an employee's Pcard shall be followed.
- I. Prior to submitting a request for, or the purchase of, technology equipment and software, the respective commander shall ensure items being requested are compatible with existing technology systems and determine if additional equipment/items need to be purchased. The Systems Technology Unit may be consulted to assist in making this determination.
- J. Semi-annually, the Inventory Control Coordinator shall prepare an inventory control report consisting of the non-consumable assets that are maintained within the inventory control system.
1. A copy of the report shall be forwarded to commanders who are responsible for ensuring a documented audit of the items under their command.

2. The documented audit shall be forwarded to the Deputy Chief and Inventory Control Coordinator. The audit shall provide a status on the inventory control report and whether updates need to be made to the inventory control system.

17.5.2 DISPOSITON

- A. Supervisors shall ensure an Asset Disposition Form is completed anytime a non-consumable asset is lost, destroyed, auctioned, donated, or moved to another location. [View the Asset Disposition Form](#)
- B. Completed forms will be submitted through the automated document management system to the Inventory Control Coordinator.
- C. Upon receipt of the Asset Disposition Form, the Inventory Control Coordinator shall update the inventory control system and a copy saved to the automated records management system.

17.5.3 ISSUANCE AND RETURN OF AGENCY OWNED PROPERTY

- A. The assignment of uniforms and related equipment is coordinated by the Training Division and is conducted in accordance with the applicable directives and collective bargaining agreements.
- B. A record of uniform and equipment assignments is maintained by the Training Division and updated as needed.
- C. When an employee resigns or retires from the department, their supervisor is responsible for ensuring assigned uniforms and equipment are returned to the Training Division.
- D. Equipment that is due for replacement or is no longer serviceable will be disposed of in the following manner and documented in the inventory control system through use of the Asset Disposition form.
 1. Traded in for a replacement.
 2. Sold at an authorized public auction through the city's Purchasing Director.
 3. Destroyed per best practices.
 4. Donated in accordance with Elgin City Ordinance, 5.21.020, and with permission of the Chief of Police.
 - a. Items with a fair market value of over \$1,000 may not be donated and shall be offered at a public auction or a reverse bid through the city's Purchasing Director.
 - b. Items with a fair market value of under \$1,000 may be donated to a charitable organization or other not-for-profit organization that has received a tax exemption number.

17.5.4 OPERATIONAL READINESS OF STORED AGENCY PROPERTY

Agency stored property shall be maintained and kept in a state of operational readiness. This includes regular inspections, care and cleaning, preventative maintenance, and repair of the equipment.