

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number FSS-001
	Subject Department Supplies and Services	
	Special Instructions Replaces LOG-001 dated March 1, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the procurement, disposal, maintenance, repair, distribution, and inventory of Department equipment, supplies, and services.

II. POLICY

The Assistant Chief of Staff (AC/S) Fiscal shall oversee the procurement of all supplies and services for the Department. Stock item supplies shall be obtained only by requisition from Field Support Services (FSS). Non-stock item supplies and equipment shall be obtained only as prescribed by the AC/S Fiscal. All Department property shall be maintained and repaired as outlined in this procedure.

III. DEFINITIONS

A. **PROCUREMENT** – Buying, purchasing, renting, leasing, accepting donations, or otherwise acquiring any supplies, services, or equipment and includes all functions that pertain to the obtaining of any supply or service.

B. **SURPLUS** – The proper disposition of property that is no longer serviceable or needed by the Department, to include: transfer to another agency, trade-in on a new purchase, junk, or sale as approved by the Department of Administration.

C. **SUPPLIES** – All property, including equipment, materials, and goods but excluding real property.

D. **EQUIPMENT** – All items with an expected life of one (1) year or more and a value of more than \$500.00. Items shall be assigned a state identification number and serial number, if needed.

E. **SERVICES** – The furnishing of labor, time, or effort and includes periodical subscriptions and membership fees from outside the Department that require the expenditure of Department funds (includes grant monies).

F. **STOCK ITEM** – Those supplies listed in Department stockroom supply catalogues and are available through regular Department requisition.

G. **NON-STOCK** – All supplies not listed in the Department stockroom supply catalogues.

H. **FIXED ASSETS** – Any land, buildings, improvements (other than buildings), construction in progress, and equipment that is purchased, donated, etc., for the state’s use.

I. **OPERATIONAL READINESS** – Repaired and maintained in a workable condition ready for immediate response.

J. **PURCHASE ORDER NUMBER** – A control number assigned to a given purchase approved by the Department of Administration and processed by the State Auditor, assuring the availability of funds.

IV. PROCEDURE

A. The Fiscal Section shall coordinate all procurement and payment activities of the Department.

1. Procurement of supplies and services are not authorized without prior approval from the AC/S Fiscal.

2. The AC/S Fiscal shall not authorize procurement requests for supplies and services when the request:

a. Does not meet requirements of applicable statutes, promulgated rule, or established procedure;

b. Is not justified and/or accompanied by properly completed purchase documents. All requests for purchases in excess of \$500.00 require submission of a Statement of Justification (SOJ);

c. Has not been submitted and approved, through proper channels; and/or

d. Budgeting considerations restrict the expenditure of funds.

3. The Fiscal Section shall assure that automated inventory/asset documents are completed for equipment purchases before payment is made.

B. The Facilities Management Section shall be responsible for the management of the Capitol Improvement Program to include new construction, rehabilitation and repair, and preventive maintenance;

C. FSS shall provide management and logistical support to maintain Department efficiency, inclusive but not limited to the following:

1. Management of the automotive fleet to include procurement, maintenance, repair, equipment installation and removal, distribution and surplus;

2. Support to commanders for the mechanical repair of Department commissions. Non-crash*, mechanical repairs shall be handled as follows:

a. Mechanical repairs made to commissions other than at a district or contract service garage shall require three (3) estimates and authorization by FSS before the repairs are completed. Upon approval the Fleet Manager shall then authorize a work order number.

b. Commanders shall contact the vendor or instruct the applicable employee to contact the vendor making the repair and instruct them to:

(1) Include the commission number and the work order number on the final bill;

(2) Not include sales tax on the final bill;

(3) Ensure the final bill is an itemized invoice and not a simple statement;

(4) Instruct them to forward the bill along with a signed Claim Voucher (State Form #11294), to the district, section or division commander. If the bill is submitted electronically it may also be copied directly to the Fiscal and FSS Sections.

c. The applicable commander shall verify that the work is acceptable and check the final bill for errors. The final bill should then be stamped with the certification of service or material received and signed by the appropriate commander. Forward the final bill, signed Claim Voucher and copies of the three (3) estimates to the Automotive Section, within 10 days of vendor's invoice date.

3. Procurement and control of supplies and equipment in order to assure sufficient quantities exist to meet the needs of Department functions and operations;

4. Maintaining continuous liaison with the Fiscal Section regarding purchasing procedures, bid evaluations, and requisition deadlines;

5. Maintaining liaison with product vendors regarding the availability of new products, shipments schedules, damaged goods, warranty services, and compliance with specifications;

6. Issuance of stock items listed in the automotive and quartermaster stockroom supply catalogues;

7. Distribution of stock items and non-stock items to field installations;

8. Preparation and distribution of supply catalogues to field installations, with periodic revision, containing a listing of supplies regularly stocked in the automotive and quartermaster stockrooms, listed by stock number and description;

9. Providing current records for the inspection program pertaining to the inventory and inspection of all individually issued equipment and subsequent replacement of worn or otherwise unusable articles;

10. Maintaining an inventory of all Department fixed assets and equipment items;

a. The accounting and reporting requirements established by the State Auditor's Office shall be followed for reporting of fixed assets.

b. Issue state identification numbers and serial numbers, as needed, for equipment processed through the FSS.

c. Maintain automated inventory system files and coordinate changes in status or assignment of issued equipment, as reported by commanders.

d. Issue state identification numbers and serial numbers to division and district commanders for equipment shipped direct to their location. Commanders shall be responsible to provide the FSS with the information listed below and permanently affix numbers when received.

- (1) Description,
- (2) Serial number,
- (3) Cost,
- (4) Purchase date,
- (5) Requisition/BA number,
- (6) Purchase Order number,
- (7) Vendor,
- (8) Location assignment, and
- (9) Account number.

11. Assuming responsibility for the assembly, inventory, and disposal of all unclaimed property. Property shall be picked up at field locations with proper notification;

12. Assuming responsibility for the surplus and disposal of property no longer needed by the Department. The disposal of all items shall follow the guidelines set by the Department of Administration and the State Auditor's office; and

13. Shall accept, pickup, and dispose of property no longer needed from districts, areas, and divisions. Commanders are to assure that items are listed on [Receiving Report \(State Form #15838 - Stock #546\)](#).

14. The State Surplus form (IDOA website) must be completed by the district/division and forwarded to Logistics.

D. The Assistant Chief of Staff Communications and Information Systems shall provide adequate management and oversight to maintain Department communications efficiency, inclusive but not limited to:

1. Monitoring the rehabilitation and maintenance of all radio towers and secondary emergency power generating equipment used in the Department's statewide

communication system with consideration of MOU with Integrated Public Service Commission (IPSC);

2. Procurement and monitoring the maintenance of communications equipment, including but not limited to, base station, portable and mobile radios, microwave tower and antenna systems, phones, and pagers, to ensure uninterrupted communications for the efficient operation of the Department;

3. Maintaining continuous liaison with the Fiscal Section regarding purchasing procedures, bid evaluations, and requisition deadlines;

4. Maintaining continuous liaison with the FSS to maintain automated files and meet the State Auditor's asset reporting requirements;

5. Maintaining liaison with product vendors regarding the availability of new products, shipment schedules, damaged goods, warranty services, and compliance with specifications;

E. Commanders are to forward documents to the FSS for items to be delivered, picked up, or transferred.

1. Commanders shall requisition stock item supplies monthly by submitting properly completed Stockroom Request-Shipper forms ([State Form #39169 – Stock #536](#)) to the Quartermaster Section. A separate form is required for items requested from each stockroom catalogue.

a. All districts and GHQ entities shall submit requisitions prior to the 1st of each month.
b. Area captains, area investigative commanders, and district investigative commanders shall submit their requisitions in conjunction with the district where they are located.

2. Commanders should complete a Receiving Report (Stock #546) for items to be picked up listing item, description, asset number, and signature of responsible person. A copy of this receiver and a comment on the receiver requesting pick up should be forwarded to the Quartermaster Section with the monthly requisition for supplies.

3. Commanders requesting transfer of equipment from one division/district to another or from one individual to another are to complete Transfer of Equipment (Stock #400) and forward to the FSS with monthly requisition.

4. Commanders requesting pickup of unclaimed property are to forward a list of property or a copy of Property Record and Receipt form (Stock #533 – multi-copy report/not available online) to the FSS with monthly requisition.

F. Requisitions for firearms training supplies shall be submitted separately and sent to the Department's armorer for approval. The armorer shall verify the need for these supplies requested and forward approved requests to the Quartermaster Section.

G. Emergency stock item supplies may be obtained at the appropriate stockroom during regular business hours. Stock numbers should be provided when making these requests. If more than five (5) different supply items are requested, a completed Stockroom Request-Shipper must be provided to the stockroom with commander's approval.

H. Procurement of non-stock items shall be coordinated, through the Fiscal Section that shall direct the requesting person to the appropriate division/section for proper procurement.

I. Commanders and employees responsible for the procurement of equipment, supplies, or services shall:

1. Diligently pursue purchase of quality equipment, supplies, and services, keeping in mind all cost factors that best serve the Department's economic needs;
2. Maintain quality control in the purchase of supplies and services, adhering to economic and safety interests of the Department;
3. Provide to the FSS all identifying information needed for asset inventory immediately upon receipt of any equipment, supplies, or services not obtained from the FSS stockrooms. Information shall include, but not be limited to: copy of purchase order, serial numbers, current physical location, and name of assigned or responsible employee. A copy of the invoice and payment document shall be acceptable if state purchase order is not used; and
4. An automated receiver must be attached with each purchase order showing quantity, description, serial numbers, asset numbers, and cost for equipment purchases, before it can be processed for payment by the Fiscal Section.

J. To further promote economy of supplies, all employees requesting supplies shall assume responsibility for proper usage, security, and accountability and certify that the supplies are necessary in the performance of assigned duties.

K. Requests for specialized or undercover investigative equipment.

1. Requests for issuance of undercover vehicles shall be made, through channels, to the FSS Commander and shall be routed through the Special Investigations Command (SIC) Commander.
2. Undercover vehicle requests shall be written and contain the following information:
 - a. Name, PE number, and rank of requesting officer;
 - b. Length of assignment shall be either temporary (and must include the number of days needed) or permanent (and include the officer's permanent duty assignment);

c. An indication whether undercover license plate and registration, and gasoline credit card are needed;

3. Records pertaining to the identity of undercover officers shall be strictly maintained by the SIC to ensure confidentiality.

4. Employees issued undercover identification shall take precautions to maintain confidentiality and shall report potential security breaches to their immediate supervisor.

5. Requests for other specialized or technical investigative equipment, not available at area or district headquarters, shall be made, in writing, through channels, to the SIC Commander. Some examples of equipment available include:

- a. Body worn transmitters and recorders;
- b. Undercover hand-held radio transceivers;
- c. Photographic surveillance lenses;
- d. Night vision devices;
- e. Vehicular tracking devices;
- g. Thermal imaging devices;
- h. Alarm systems; and
- i. Dialed number recorders (see [INV-016](#)).

L. Commanders shall ensure that stored items of Department equipment are maintained in a state of operational readiness until the items are issued or assigned for use.

1. The FSS Commander is responsible for equipment in FSS stockrooms.

2. The SIC Commander is responsible for specialized investigative equipment in the custody of the Technical Equipment Section.

3. The Commercial Vehicle Enforcement (CVE) Division Commander is responsible for specialized commercial vehicle inspection equipment in the CVE general stock.

M. Repair of property.

1. Uniform items may be repaired locally with approval from the division or district commander when the cost does not exceed \$100 dollars. Payment shall be made from the Petty Cash fund. Repairs to uniform items exceeding \$100 dollars shall be referred to the Fiscal Section.

2. As per [CPS-001 Insignias for Capitol Police Section](#), [ENF-021 Uniforms and Insignias for Troopers](#), and [CVE-003 Uniform and Insignias for Motor Carrier Inspectors](#) the Department will not pay for any alterations to uniforms.

3. Repairs to other Department property may be authorized by division or district commanders when such repairs do not exceed \$500 dollars; payment shall be made from

the Petty Cash fund or Purchasing Card. Repairs in excess of \$500.00 shall be made only as authorized by the Fiscal Section Director.

4. Department firearms shall be repaired only upon the recommendation of the district or GHQ firearms instructors. Such firearms shall be properly tagged with a firearms tag supplied by the firearms instructor. Firearms shall be delivered in inspection condition to the Department Armorer at the Quartermaster Section for repair.

N. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.