P.O. 230 Property Control			
Effective From:	9/24/2025	Effective To:	Current

P.O. 230 – Property Control

1. TAGGING PROPERTY
   - i) All property owned by the Department of Public Safety and Corrections, Public Safety Services, and Office of State Police valued at one thousand dollars ($1,000.00) or more must be assigned a Property Control Number and tag. Department of Public Safety and Corrections, Office of State Police firearms will be assigned a Property Control Number and tag. The item's descriptive data must be recorded on a Property Inventory Addition Form (DPSSP 4241). The DPSSP 4241 and a copy of the Receiving Report must be transmitted to the DPS Property Manager within ten (10) days of receiving property.
   - ii) Commanders are responsible for ensuring that property in their command is properly tagged and accounted for.
2. TRANSFER OF PROPERTY
   - i) Before any equipment is installed or any present equipment is transferred from one Troop or Section to another, a Property Control Transfer Report Form (DPSMF 1521) must be prepared, signed by the Troop or Section Commander, and forwarded to the Property Control Officer requesting authority to transfer the described property.
     - a) The Property Control Officer must approve this type of transfer prior to the physical transfer of the property.
     - b) Once approved, the transfer of the property can be effected.
     - c) Loaned equipment shall be accounted for in the same manner as prescribed above for transfer of equipment.
     - d) In extreme emergencies, property transfers may be approved by telephone but must be followed up with the appropriate signed forms within forty-eight (48) hours.
   - ii) Property to be transferred from one individual to another (personal accountability) shall be fully accounted for on a DPSMF 1521 and signed by the officer relinquishing the property, the officer receiving the property, and the property custodian for the appropriate organizational unit.
3. PROPERTY ACCOUNTABILITY ASSIGNMENT
   - i) Property Not Personally Assigned to Officers
     - a) Region/Troop Commanders and Unit Supervisors shall be held strictly accountable for property assigned to their respective operations. Though the record-keeping functions may be delegated, the responsibility for accountability may not.
     - b) When a change in command occurs, the outgoing and incoming officers must document the custodial transfer of property by signing and returning the current inventory sheet provided by the Property Control Unit of the Support Services Section.
   - ii) Personal Accountability Program
     - a) Officers are held strictly accountable for property assigned to them under the Personal Accountability Program.
     - b) Transfers of equipment personally assigned must be documented and approved by the appropriate property custodian.
     - c) Complete documentation must be filed with the Property Control Unit, through the chain-of-command, when any of an officer's personally assigned equipment is damaged, lost, or stolen.
     - d) If a determination is made of negligence on the part of the officer, the property (excluding vehicles) shall be repaired or replaced at the officer's expense.
     - e) When an officer is reassigned from one uniform assignment to another, they will retain all personally assigned equipment, except specialized equipment assigned through

specialized units.

f) When an officer is reassigned from a uniformed to a plainclothes assignment or vice versa, they will return their unit to the Vehicle Procurement and Maintenance Section.

g) The appropriate property control officer may retain equipment peculiar to specialized operations, but a Property Control Transfer Report Form (DPSMF 1521) must be completed to remove the equipment from the reassigned officer's personal accountability file.

h) Officers will retain possession of all issued equipment until such time as it may be recalled.

iii) Termination

a) Upon termination of an officer, the Executive Officer of the Troop/Section is responsible for obtaining the vehicle, uniforms, badges, credit cards, commission card, and all other equipment or Department property from the employee.

b) Those items that are required to be returned to Headquarters shall be returned within ten (10) working days.

4. MAINTENANCE AND REPAIRS

i) The Commander of Support Services shall ensure that all Department property in their custody is stored and maintained in a state of operational readiness.

ii) It is the responsibility of each officer to keep all equipment clean and in proper working order.

iii) Officers are responsible for updating records relating to equipment issued to them.

iv) In cases where an officer exchanges or replaces vehicle accessory equipment, the Vehicle Procurement and Maintenance Unit and the Property Control Unit must be notified.

v) Any equipment to be declared as surplus or acquired by officers as surplus will be processed in accordance with law and the Division of Administration's rules and criteria.

5. MILITARY LEAVE PROCEDURES

i) The Troop/Section Executive Officer of the activated individual shall serve as the agency point of contact during deployment and maintain communication with the deployed individual.

a) They shall ensure compliance with all Human Resources requirements.

b) They will conduct an exit interview before deployment and an interview upon reintegration.

c) If necessary, they will ensure all weapons training and relevant certifications are completed upon reintegration.

ii) Those individuals being activated for a period exceeding 30 consecutive calendar days shall return all issued State Police property to LSP Police Logistical Services located at Headquarters – Baton Rouge, before reporting for active duty. "Property" includes vehicle, uniforms, credit cards, commission card, weapons, and any other items issued by the Department. The Troop/Section Executive Officer shall ensure that the return of property is completed prior to the employee reporting to active duty. They shall ensure that officers under their authority currently on active duty comply with these procedures.

iii) Upon notification of activation, the Troop/Section Executive Officer shall contact the State Police Property Coordinator and request a current list of equipment held by the officer for which they are personally accountable. Specialized equipment, such as SWAT/MFF gear, may be retained by the Troop/Section responsible for the equipment; however, a Property Control Transfer Report form must be completed and filed with the Property Control Unit. Officers shall refer to the procedures outlined in P.O. 236 State Police Retirement Systems for further guidance.

iv) Personalized property, such as weapons, ballistic vests, and uniforms, will be tagged and stored at Police Supply for re-issue to the officer upon return from active duty.