



OFFICIAL ORDER

MICHIGAN STATE POLICE

Chapter: Inspections, Internal Control, Legal and Administrative Proceedings
Subject: 18-06 – Inventory and Control of Tagged Equipment
Effective: December 18, 2023
Supersedes: Official Order 18-06, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to inventory and control of tagged department equipment.

18-06-1 DEFINITION:

- A. Tagged Equipment: Equipment valued over \$5,000 and certain items of lesser value (such as forfeitures) identified by department inventory tags and listed as part of the worksite's capitalized equipment (fixed asset) inventory of items.

18-06-2 TAGGED EQUIPMENT

Equipment valued over \$5,000 and certain items of lesser value (such as forfeitures) shall be identified by department inventory tags and listed as part of the worksite's capitalized equipment (fixed asset) inventory of items.

The Fleet and Fixed Asset Unit within the Budget and Financial Services Division shall issue numbered tags for the equipment and maintain inventory records.

18-06-3 INVENTORY OF TAGGED EQUIPMENT

A. Annual Equipment Inventory

- (1) Worksites shall conduct an inventory of tagged equipment annually.
- (2) When an inventory is due, the Fleet and Fixed Asset Unit shall notify the worksite by forwarding a copy of the worksite's inventory and instruction file for completion of the report.
- (3) Overages, shortages, damaged items, or corrections of descriptions or serial numbers, etc., shall be made on the inventory list.
- (4) A copy of the original inventory list shall be returned to the Fleet and Fixed Asset Unit. The worksite shall retain the original inventory list at the inventoried worksite, as well as documentation that the annual inventory was completed and forwarded to the Fleet and Fixed Asset Unit. This documentation must be made available during worksite inspections.

B. Inventory on Change of Command

- (1) Following a permanent change in worksite command, the incoming and outgoing worksite commanders shall jointly complete an inventory of all tagged equipment.
- (2) To facilitate the inventory, the Fleet and Fixed Asset Unit shall provide two copies of the inventory list upon request.
- (3) Overages, shortages, damaged items, or corrections of descriptions or serial numbers, etc., shall be made on the inventory list.
- (4) Both commanders shall sign the inventories and forward the originals to the Fleet and Fixed Asset Unit. The incoming commander shall retain a copy of the inventory.

18-06-4 NEW EQUIPMENT

- A. The worksite shall notify the Fleet and Fixed Asset Unit when new equipment valued over \$5,000 is purchased. The Fleet and Fixed Asset Unit shall forward inventory tags to be affixed according to instructions included with the tags and the "Tagging New Equipment" form. The form shall be completed with the required information, signed by the commander, and returned to the Fleet and Fixed Asset Unit.

18-06-5 FORFEITED PROPERTY RETAINED FOR OFFICIAL USE

- A. Except for pagers and cell phones, forfeited property that is retained for department use shall be identified by an inventory tag number and placed on the worksite's inventory. This section does not apply to multijurisdictional task forces.
 - (1) To obtain an inventory tag, a memorandum shall be submitted to the Fleet and Fixed Asset Unit requesting that the equipment be assigned an inventory tag number and indicating the location where the equipment will be assigned. The Fleet and Fixed Asset Unit shall provide an inventory tag.
 - (2) The inventory tag shall be affixed to the item.
 - (3) Once forfeited property retained for official use is tagged, it becomes property of the State of Michigan and is subject to the same annual inventory and disposal procedures as other State of Michigan equipment.

18-06-6 TRANSFER OF EQUIPMENT

- A. Prior to the transfer of tagged equipment, the transferring worksite shall prepare and sign an Intra-Agency Equipment Transfer and Change Notice, ADM-404. The completed form shall be sent to the receiving worksite.
- B. The receiving worksite shall sign the ADM-404, forward a copy to the Fleet and Fixed Asset Unit, a copy to the releasing worksite, and retain a copy at the receiving worksite.

18-06-7 RECORDS

- A. One member within the worksite shall be responsible for maintaining records of the worksite's inventory. Inventory records include but are not limited to copies of the following:
 - (1) Memorandums, UD-040
 - (2) Tagging New Equipment forms, ADM-010
 - (3) Intra-Agency Equipment Transfer and Change Notices, ADM-404
- B. The Fleet and Fixed Asset Unit shall maintain a record of inventory items for each worksite within the department.

18-06-8 LOAN OF EQUIPMENT

- A. The worksite commander shall maintain a record of the location of all inventoried equipment. If equipment is loaned or temporarily placed in the custody of another worksite, the responsibility for that equipment remains that of the worksite commander loaning the equipment. Equipment cannot be permanently loaned to another worksite. Equipment can be permanently transferred to another worksite by following the transfer process. (See Section 18-06-6).

18-06-9 DISPOSAL OF EQUIPMENT

- A. Equipment may be disposed of as outlined in Official Order 18-09 – Disposal of Surplus Equipment.

18-06-10 LOST/DAMAGED EQUIPMENT

- A. Responsibility Known

Except as otherwise provided in the written directive related to uniforms and the written directive related to firearms, when it is known who is personally responsible for the loss or damage (beyond repair) to equipment, the responsible member shall submit a special report through the chain of command to their division/district commander.

- B. Responsibility Unknown

(1) When the loss or damage (beyond repair) of equipment is discovered, and the individual responsible for the loss/damage is unknown, the member to whom the equipment was issued shall submit a memorandum through the chain of command to their division/district commander.

(2) If equipment loss or damage (beyond repair) is discovered during an inventory, the reporting requirements found in written directive related to inventory of department property shall be followed.

- C. The reports required in this section are necessary for maintenance of the inventory records system. Submitting these reports does not relieve members from submitting other required reports.

DIRECTOR

Annual Review Responsibility: Budget and Financial Services Division

Accreditation Standards: CALEA 84.1.7