



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
ADM:19	
EFFECTIVE DATE: 03/27/2017	ORIGINAL ISSUED ON: 12/20/1991
REVISION NO: 1	

SUBJECT: INVENTORY SYSTEM

1.0 PURPOSE

The purpose of this policy is to establish a standard for an officer’s inventory system.

2.0 POLICY

It is the policy of the Department of Public Safety that an inventory be maintained on the individual items assigned to all commissioned personnel.

3.0 APPLICABILITY

This policy applies to all commissioned officers of the Department of Public Safety.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

NONE

6.0 PROCEDURE

An inventory of all issued equipment will be conducted at the State Police Academy before each new officer enters the field. This inventory will be conducted by the State Police Quartermaster or his/her designee. The Quartermaster shall then be required to enter these inventories into the State Police electronic inventory tracking system. Changes to officer’s inventories will be monitored through the use of the Lost, Worn or Stolen form on the Insider that shall be filled out by the officer and his/her supervisor. The Quartermaster shall enter information from these forms into the electronic inventory tracking system, as “returned” and the replacement items are entered as “assigned”.

7.0 ATTACHMENTS

A. Officer Field Inventory and Miscellaneous Items.

8.0 APPROVAL

APPROVED BY: S/Scott Weaver **DATE:** March 27, 2017
DPS Cabinet Secretary