Subject: Inventory System		Policy Number: ADM: 19
Revision Number: 02	Effective Date: 11/17/2025	Original Issue Date: 12/20/1991

1) PURPOSE

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

2) POLICY

a) 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) APPLICABILITY

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

4) REFERENCES

a) **NONE**

5) DEFINITIONS

a) **NONE**

6) OPERATIONAL PROCEDURES

a) 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) ATTACHMENTS

a) **Officer Field Inventory and Miscellaneous Items.**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25
DPS Cabinet Secretary