



## Newport News Police Department - Administrative Manual

# ADM-515 - DEPARTMENT ASSET INVENTORY AND CONTROL

Amends/Supersedes: ADM-515 (10/23/2012)

Date of Issue: 02/07/2022

### I. GENERAL

- A. Department assets, as defined herein, shall be assigned an asset number. Employees shall not remove the inventory sticker from any article of inventoried equipment without the approval of their bureau/precinct/division commander or the Department's asset manager. Assets designated by the City Finance Department as capital/fixed assets will be documented and inventoried per the [\*Capital Assets \(Fixed Assets\) Policy\*](#).
- B. Issued Newport News Police Department equipment will only be used to fulfill the requirements of their duty position (See also: [\*ADM-520 Issuance and Wearing Uniforms and Equipment\*](#), Section I.C.).
- C. A system for the inventory of assets shall be established and maintained by the Logistics Division Manager.
- D. Command staff are responsible for ensuring that all assets used by their command are accurately, thoroughly inventoried, and maintained as outlined in this policy.
  - 1. Commanders are responsible for overseeing any periodic inventory as set out herein, ensuring accuracy, completeness, and timeliness, and reporting any asset discrepancies or misuse as set out herein.
  - 2. Employee failure to properly use and maintain City equipment will be dealt with as set out in the City Personnel Administrative Manual, Section [\*1000 Standards of Conduct\*](#).

### II. DEFINITIONS

- A. *Area* - The physical area of the Department where the asset is assigned to, i.e., precincts, bureaus, divisions, units, sections, or personnel.
- B. *Asset Number* – A control number assigned to each asset, affixed with a label provided by the asset manager, permanently marked on items, as needed. Specific equipment bearing a manufacturer stamped serial number may be assigned an asset number but may not have the number affixed (i.e., computers, cameras, radios, undercover equipment, etc.). The Department's asset manager will determine asset numbers, assignments, and exceptions.
- C. *Assets* - nonexpendable equipment with a replacement value of \$500 or more that is not reasonably expected to be expended or destroyed in normal service and pilferable items. The following are exceptions:
  - 1. Equipment obtained through grant funding;
  - 2. Individual uniforms and equipment as outlined in [\*ADM-520 Issuance and Wearing of Uniforms and Equipment\*](#); and
  - 3. Any additional equipment as designated by the Chief of Police.
- D. *Designated Supervisor* – A selected staff inspection supervisor who has been designated by the Assistant Chief of Administrative Services.

- E. *Asset Manager* – A position within the Logistics Division, whose duties include maintaining accurate records on all assets owned by the department, including the computer update of inventories, issuance of equipment asset numbers, and oversight of the receipt and disposal of assets.
- F. *Inventory Custodian* – The member designated by each precinct/division commander who conducts or is responsible for conducting the inventory, as designated.
- G. *Pilferable Items* - Department assets are those items not meeting the replacement value or exception guidelines above, which may be vulnerable to theft due to their ready resale potential. This may include but is not limited to office machines, photographic equipment/supplies, camcorders, chairs, computers, printers, cameras, and voice recorders.

### III. REVIEW/INSPECTION OF DEPARTMENT ASSETS

[17.5.1]

#### A. Periodic Review

Division/precinct commanders will ensure the accuracy of their command's property inventory quarterly to ensure that all assets are accurately accounted for through the division/unit supervisor and the designated inventory custodian.

#### B. Annual Inventory

1. Each area's commander shall designate an inventory custodian to complete inventory, maintain control of that area's assets, and designate a replacement immediately following a transfer or reassignment.
2. The designated inventory custodian will conduct an annual inventory of assets during the last month of each fiscal year: [17.5.1]
  - a. Establishing the accuracy of the most recent asset property printout supplied by the Logistics Division, checking and reconciling each asset with the assigned asset number.
  - b. Upon completion of the inventory, the inventory custodian will sign and date the inventory printout and attach a memorandum outlining any pertinent information or discrepancies found during the inventory to include:
    - 1) Asset number and description of any items listed but not located;
    - 2) Asset number, description, and location of any item that displays an asset number sticker but is not listed on the printout;
    - 3) Description and location of any items fitting the asset description that is found during inventory but that are not listed on the printout and do not display an asset number sticker;
    - 4) The date on which the inventory was begun and completed;
    - 5) The names, computer numbers, and assignment of any employees conducting, or assisting with, the inventory;
    - 6) Any additional information which the inventory custodians feel is pertinent.

**NOTE:** The inventory will not be deemed to be completed until all the items listed above are addressed for each inventory printout. Printouts will not be combined.

3. The completed inventory report shall be forwarded through the inventory custodian's chain of command to the Department's asset manager no later than 15 calendar days from the initial request that the inventory be completed.
4. Any questions regarding the annual inventory of Department assets will be directed to the asset manager.

### C. Unannounced Bi-Annual Audit/Inspections of Assets

1. One to three unannounced asset audits/inspections will take place on a bi-annual basis as determined by the Assistant Chief of Administrative Services, who will determine the area to be audited and when and designate a supervisor to conduct the audit/inspection, assisted by the asset manager, asset manager or designee.
2. The audits will be logged in records maintained by the Logistics Division, rotating the audits through each area to ensure that each is inspected once before beginning a new rotation cycle.
3. The audit/inspection will be conducted as follows:
  - a. The commander of the area selected for inspection will receive notification of the audit no sooner than the day before the audit takes place.
  - b. The number of asset items selected for inspection may range from 5 - 10 percent of the total listed assets assigned to the area.
  - c. The area's commander will assign an employee under his command, familiar with the area's assets, to assist with the audit by locating the assets.
  - d. After the audit, the supervisor designated to perform the audit will prepare a report outlining the inspection results following the format as outlined above in Section III.B.2. regarding annual audits. The completed report will be forwarded to the Assistant Chief of Administrative Services through the chain of command.
4. Any assets not located during the audit/inspection will be noted. The area's commander will prepare a report to be forwarded through his chain of command, outlining what happened to the property (i.e., lost, stolen, non-documented transfer, etc.). This report will be retained as part of the audit/inspection report by the Department's asset manager for at least two years, or until the next audit/inspection of the area takes place, whichever is longer.

### D. Other Inventory Verifications

Upon assuming command of an area, a newly assigned commander may, at his discretion, call for an optional asset inventory. If this takes place, the completed report of this inventory will be forwarded to the asset manager within 30 working days of the effective transfer date. In conducting this asset inventory, the area's commander shall:

1. Request and obtain a printout of the area's assets from the asset manager, asset manager, or designee;
2. Verify the accuracy of the printout through comparison with located assets;
3. Sign and date the printout upon approval, and return it to the asset manager, asset manager, or designee;
4. Note specific discrepancies from the printout (i.e., missing or unlisted assets, etc.) on NNPd [Form #242 Property Transfer/Disposal Form](#). This form and the original printout shall be forwarded to the Executive Staff for final review and recommendation through the commander's chain of command.

## IV. INVENTORIED EQUIPMENT PROCEDURE

### A. Initial Acquisition

1. Upon the purchase of a new Department asset using a City Purchase Card (P-Card) or through the City requisition process, the equipment will be shipped to and processed through the Logistics Division to the asset manager, who shall:

- a. Verify the received equipment against the purchase order or requisition;
  - b. Assign the item an asset number and affix an asset number sticker to the item (except as otherwise provided for in Section II.E.);
  - c. Obtain specific information regarding the asset's intended location and personnel to whom the item is to be assigned;
2. The inventory custodian for the receiving area shall be responsible for the asset's receipt and issuance and updating that area's asset database.
3. P-Card holders who purchase and take direct possession of an asset shall:
  - a. Annotate the purchase on their P-Card log sheet;
  - b. Provide all identifiable information pertaining to the asset to their area's inventory custodian, who shall:
    - 1) Ensure the asset is logged into the area's database;
    - 2) Notify the Department's asset manager to update the Department's master inventory.
4. Large asset items that need to be delivered directly to or assembled at the area location shall be reported to the asset manager by the area's commander within ten days of receipt for an asset number to be assigned and/or affixed.

#### B. Surplus Inventory

1. Commanders requesting items from surplus inventory shall forward a written request to the Logistics Division. Upon approval by the Logistics Division manager and subject to availability, the requested asset(s) will be transferred from surplus inventory to the requesting area's inventory.
2. In instances where an asset listed on an area's asset inventory is returned as surplus inventory, its transfer to inventory storage shall be coordinated by the Logistics Division upon approval of a written request.

#### C. Transferred Assets

1. When an asset is transferred from one unit, division, or bureau to another, the commander relinquishing the item(s) shall:
  - a. Complete NNPd [Form #242 Property Transfer/Disposal](#) acknowledging a transfer;
  - b. Retain a copy of the completed form for two years;
  - c. Forward the original form to the receiving area's commander;
  - d. Forward a copy of the form to the Fiscal Services Unit.
2. Upon receipt of the transferred asset, the receiving area's commander shall:
  - a. Sign and date the NNPd [Form #242](#) acknowledging receipt of the item;
  - b. Forward the original form to the Logistics Division.
3. Upon receipt of the completed form, the Logistics Division shall ensure the Department's master inventory is updated.

#### D. Lost or Stolen Assets

1. When an asset is known to be lost or stolen, the area's commander will complete an NNPd [Form #242](#) for the item, attaching it to any related documentation (i.e., memorandum or IBR Report) and forwarding it through their chain of command to the Executive Staff. The form shall include:

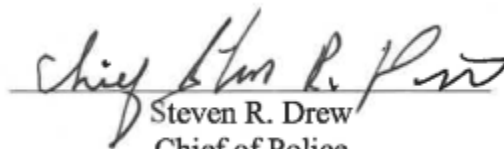
- a. A full description of the asset;
  - b. The area where the item was assigned at the time the loss or theft was realized;
  - c. The item's asset number, model number, serial number, or tag.
2. Upon review and approval by the executive staff, the asset may be removed from the area's inventory by the Department's asset manager.

E. Asset Disposal

1. Any asset needing disposal shall be brought to the attention of the area's commander, who shall:
  - a. Complete an NNPD [Form #242](#) for the item indicating the asset description, asset number, model serial number, and the date on which the asset was delivered to, or picked up by, the Logistics Division for disposal;
  - b. Upon completion, the original and one copy of the form shall be forwarded to the Logistics Division;
  - c. Maintain a copy of the completed form for a minimum of two years.
2. Upon receipt of a completed NNPD [Form #242](#) indicating disposal of an asset, the Logistics Division employee receiving the item shall:
  - a. Arrange for the removal and destruction of the asset(s);
  - b. Acknowledge the disposal of the asset on the NND [Form #242](#), signing and dating the form.
  - c. Remove the asset from the Department's master inventory record.

F. Asset Numbers

1. In no instance shall an asset number sticker be moved from one item to another.
2. Should an asset number sticker become illegible or peel off the item, the area's inventory custodian shall immediately obtain another sticker for the asset by contacting the asset manager.
3. In cases where an asset number sticker is replaced as set out, the Department's asset manager will update the master inventory record.

  
Steven R. Drew  
Chief of Police