

PALM BEACH GARDENS POLICE DEPARTMENT		
CAPITAL ASSETS INVENTORY		
POLICY AND PROCEDURE 4.3.8.6		
Effective Date : 08/12/94	Accreditation Standards: CALEA 17.1.13 CFA	Review Date: 08/01/2014

PURPOSE: To identify guidelines for inventory control on property, equipment, and/or capital assets.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Quartermaster

POLICY: This department adheres to the policy of proper order in the receipt, accounting and transfer of items in accordance with provisions established by the city governing capital (fixed) assets.

1. PROCEDURE

- a. All capital asset items received or purchased by the police department shall be assigned an inventory control number (asset number) by the city finance department.
 - i. The city finance department shall maintain a data base on all inventory files for inventory control purposes.
 - ii. The control records shall be reconciled annually, or at a time period prescribed by the city finance department, to ensure that all equipment is properly accounted for.
 1. A list of all capital asset items will be sent to all departments (i.e., police, etc.).
 2. The list will be distributed to the various departments that have property for verification and certification.
 3. Upon certification of the list, it will be returned to the finance department with any discrepancies explained.
- b. Upon receipt of an item subject to inventory, the receiving Bureau Major or his/her designee, shall verify the item has been assigned an inventory control number.
- c. If the item is found not to have an inventory control number, the Chiefs designee will initiate the securing of a number for the item.
- d. Notification to the city finance department will be made by the Chiefs designee/Quartermaster to identify items, including model and serial number.
- e. A record of the item and its physical location will be maintained by the Chiefs designee.
- f. Whenever a capital asset item is transferred to another department division, transferred or loaned to another department within the city, damaged beyond repair, or no longer useful and will be disposed of or sent to the public works department for storage, it is the responsibility of the division taking the action to complete a property control form.
 - i. The original and the copy shall be sent to the city finance department.
 - ii. Two (2) photocopies of the form shall be made, one to be sent to the Quartermaster for maintaining in his files and the second to be maintained in the division's files.
- g. The area accountable for the item must ensure that the item is removed from their inventory.

2. DEFINITIONS

Capital Asset -An item with a useful life expectancy of greater than one (1) year and a value of greater than \$500.00.

INDEX AS:

- CAPITAL ASSETS INVENTORY

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- QUARTERMASTER

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APPROVED:



Stephen J. Stepp
Chief of Police

03/10/2003

Date