

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>DEPARTMENT-OWNED PROPERTY</b>		
<b>POLICY AND PROCEDURE 4.3.9.1</b>		
<b>Effective Date :</b> 07/22/94	<b>Accreditation Standards:</b> CALEA 17.5.1 – 17.5.3 CFA	<b>Review Date:</b>

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**PURPOSE:** To establish responsibility for procurement, issuance, accountability, and maintenance of department-owned property.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Department Quartermaster

**POLICY:** Items owned by the Department, which includes equipment, personal-wear, or otherwise, shall be maintained and controlled to insure their functional readiness.

### **1. PROPERTY PROCUREMENT, ISSUANCE AND ACCOUNTABILITY:**

- a. Each Division shall be responsible for the procurement or requisitioning and accountability of department-owned property. This includes all office supplies, installed and un-installed property, equipment, vehicles, ammunition and uniform equipment. The Chief of Police designates all Asst. Chiefs, Bureau Majors and supervisory personnel to include the Quartermaster, armory officer, and training officer to monitor/control those items/equipment issued or assigned.

### **2. PROPERTY MAINTENANCE:**

- a. The maintenance, distribution and issuance of department-owned property to authorized members shall be the responsibility of the Quartermaster and certain other members as directed by the Chief of Police.
- b. The Quartermaster shall be accountable for department-owned property and shall maintain stored items in a state of operational readiness.
- c. All stored items or special equipment assigned to Divisions\Bureaus shall be maintained and regularly inspected for operational readiness by the appropriate supervisor to whom it is assigned for use, or by a formal staff inspection, if so directed by the Chief of Police.
- d. All members shall be held accountable for property issued to them.
- e. All members shall maintain issued/assigned equipment and supplies and make timely notification to the appropriate supervisor for necessary repairs or replacements, or direct notification to the Quartermaster.

- f. First-line supervisors and other appropriate supervisors shall have the responsibility of checking the condition of department-owned property, as part of routine line inspectional duties, issued to members under their supervision.
- g. All department-owned items and property will undergo a formal inspection in a timely manner as determined by the Chief of Police through a staff inspections process.

### **3. PROPERTY/EQUIPMENT REPLACEMENT:**

- a. Any department-owned property or equipment (or supplies) that is lost or damaged through member negligence and replacement is determined by the Chief of Police to be in order, the member shall replace such property or equipment as specified.
- b. Any personally owned property or equipment (i.e., eyeglasses, wrist watch, etc.) lost or damaged by an member while engaged in the performance of their duty, and such lost or damage is found to be not a fault of their own, if civilian will be replaced by the department or if sworn as prescribed by PBA contract.
- c. Members of civilian status (or non-bargaining unit members) warranting replacement of property or equipment as prescribed in the aforementioned provision, will receive replacement of such personally owned property or equipment at a price determined by management and the member, with regard to fair market value.
- d. Notification of any lost or damaged property or equipment, department-owned or personally-owned, will be documented on a miscellaneous report form and forwarded to the member's supervisor whenever replacement/reimbursement is the consideration.

### **4. ISSUING/RE-ISSUING PROPERTY:**

- a. Members who are authorized by the Chief of Police to be issued clothing, equipment, supplies or other items shall include sworn (full-time and reserve) police officers, dispatchers, police aides, support service personnel, and other appropriate positions.
- b. Authorized users will be issued all necessary items and equipment by the Quartermaster upon completing necessary paperwork.
- c. The re-issuing of items or equipment will be for loss, damage or replacement items determined to be caused by the nature of the assignment/position or causes due to performing duties. Any loss or damaged property that is found to be negligent on the part of the member, replacement by the department will be as prescribed by the PBA contract if sworn or the department if civilian.
- d. The Quartermaster shall receive all equipment and items issued to a member upon their leaving the department. The Quartermaster shall inspect all items and equipment and will determine re-issuing of such items and equipment to new members if condition is in good order.

### **5. MAINTENANCE OF DEPARTMENT STORED PROPERTY:**

- a. Maintaining stored department property in a state of operational readiness is the responsibility of the person or unit to which the property is assigned.
- b. Property shall be inspected monthly to insure operational readiness and documented monthly on the appropriate form and forwarded via chain of command to the Chief of Police.

### **6. INVENTORY OF DEPARTMENT PROPERTY:**

- a. During each fiscal year, this department receives a comprehensive print-out listing all department- owned or assigned property.
- b. The Quartermaster shall receive such print-out and:
  - i. Initiate by item the actual custody, condition, location and status of such item(s).

- ii. Note (i.e., verify) the inventory, Palm Beach Gardens asset number, serial or ID number, description, whether trade of item is requested or other status recommendation.
- iii. Recommend disposition, if warranted and include cost at acquisition, department value, and a selling price.
- c. A request for disposal (status of item/equipment) form must be submitted to finance with all attached documentation/notations indicating inventory completion by the Quartermaster, who shall provide inventory for the Chief of Police review.

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**INDEX AS:**

- DEPARTMENT – OWNED PROPERTY

**RESPONSIBILITY INDEX**

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- BUREAU MAJORS
- QUARTERMASTER

DRAFTED: 07-22-1994      FILED: 4.3.9.1.pdf

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

03/10/2003  
**Date**