



Lexington Police Department

Lexington, Kentucky

GENERAL ORDER

BY THE AUTHORITY OF THE CHIEF OF POLICE

G.O. 1978-08F Division Owned Property

Rescinds: GO 1978-08E

References: CALEA Chapter(s)

Effective Date: 12/23/13

Distribution Code: B | All Department Employees

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I. PURPOSE

The purpose of this General Order is to establish a control procedure for Division owned property within the Division of Police.

II. POLICY

All fixed assets (equipment and supplies) owned by the Division of Police that are valued at \$1,000 or greater, or any item signed out from Property for police use, shall be assigned an inventory control number and will be subject to the current inventory control procedures. The item will be accounted for and its whereabouts will be tracked while its in use within the Division of Police.

Officers are directly accountable for the condition, use, storage and maintenance any fixed asset issued directly to them for their use.

III. PROCEDURE

A. Division Inventory Control Officer [Fiscal Officer]

1. The Fiscal Officer shall serve as the Division Inventory Control Officer and is accountable for Division owned property.
2. The Fiscal Officer may request the assistance of other Division personnel to ensure compliance with inventory control procedures.
3. The Fiscal Officer shall, as requested, provide the Division of Accounting with a current inventory of all Division of Police owned property valued at over five thousand (\$5,000.00).
4. The Fiscal Officer will provide the Chief of Police or designee with the current inventory of items valued between \$1,000.00 and \$5,000.00, and all items signed out from Property and Evidence or Technical Services Unit for police use as requested.

B. Bureau Inventory Control Officer

1. Each Bureau commander shall designate a Bureau Inventory Control Officer for all property issued to or assigned to the bureau.
2. The Bureau Inventory Control Officer shall maintain property and inventory records as

instructed by the Fiscal Officer.

3. The Bureau Inventory Control Officer shall ensure the operational readiness of bureau-issued Division owned property until it is issued to an officer or unit.

4. The Bureau Inventory Control Officer shall submit a current inventory of Division owned property to the Fiscal Officer when requested.

C. Bureau Commander’s Responsibilities

1. The Bureau Commander is responsible for fixed assets which are recorded on the master inventory log maintained by the Division of Accounting and the fixed assets listed in the Division inventory database. Incoming Bureau Commanders shall survey their inventory upon transfer, and sign the inventory list attesting to its validity.

D. Inventory Tags and Database Entry Procedures

Value of Fixed Asset Item	Division of Accounting Inventory Tag	Division of Police Inventory Tag	Enter in Police Database
[1] Items \$5,000 +	Yes	No	No
[2] Items \$1,000 - \$4,999	No	Yes	Yes
[3] Any Item from Property	No	Yes	Yes

[1] Purchased Items Valued at \$5,000+

- a. The Division of Accounting forwards Form Inv. 014 (New Inventory Item Form) and the inventory tag to the Fiscal Officer.
- b. The Fiscal Officer is responsible to forward the Form Inv. 014 and the inventory tag to the appropriate Bureau Inventory Control Officer.
- c. The Bureau Inventory Control Officer is responsible to ensure the Division of Accounting inventory tag is affixed, to ensure the item is properly and completely described on the Form Inv. 014, and to return the Form Inv. 014 to the Fiscal Officer.
- d. The Fiscal Officer is responsible to forward the completed Form Inv. 014 to the Division of Accounting.

[2] Purchased Items Valued at \$1,000 to \$4, 999

- a. The Bureau Inventory Control Officer is responsible to ensure a Division of Police inventory tag is affixed, and to enter the item into the Division inventory database.
- b. Items not included in this inventory process are:

- 1. Office furniture items

2. Computers

3. Printers

4. Items with a purchase price of \$5,000 or greater, as those items are recorded on the master inventory log maintained by the Division of Accounting.

[3] Any Item from Property

a. The Bureau Inventory Control officer is responsible to ensure a Division of Police inventory tag is affixed and to enter the item into the Division inventory database.

1. Firearms will not have an inventory tag attached.

E. Issued Equipment

Division owned property issued to individual officers shall be handled as follows:

1. Property and Evidence Unit

a. The Property and Evidence Unit is responsible for the issuance of firearms.

b. The Property and Evidence Supervisor shall maintain the Issued Equipment Record (Form #339) and file the form in the unit's inventory records for firearms.

c. Form #339 shall be forwarded to the Personnel Records Unit for inclusion in the officer's personnel file after separation from service.

2. Previously issued soft body armor will be reissued by the Technical Services Unit to temporarily provide soft body armor to an officer until his/her ordered new soft body armor arrives from the manufacturer.

3. Other sections and units authorized to issue Division owned property are responsible for maintaining inventory and tracking records.

4. Bureau specific Division owned property shall be turned into the Bureau Inventory Control Officer when the officer is transferred to another bureau.

4. When an officer retires, resigns or is terminated the officer shall turn in all Division owned property to the issuing parties. The Bureau Commander shall ensure that the officer completes the Out Processing Form upon returning Division owned property.

a. Items returned in poor or damaged condition (excluding normal wear and use) shall be accompanied by a memorandum explaining the damage.

5. Official Police Identification and Badges

a. The Bureau of Administration office is responsible for the issuance and proper

recording and control of Division badges, and other items, as designated by the Chief of Police. Identification shall include the employee or individual's photograph.

b. Police officers shall be responsible for the safekeeping and maintenance of Division issued badges, pictures and identification cards.

6. Reporting a Lost or Stolen Badge

a. Lost Badge (Division Owned)

1. Complete an Incident Report and include the current badge replacement cost (verifiable through the BOA office).

2. Forward, via the chain of command, a request for a replacement badge.

a. Include the Incident Report number

b. Include a personal check or money order (payable to LFUCG) covering the current badge replacement cost.

c. If the badge was lost during the course of performing a police action, also complete and forward a Health and Safety Report.

3. The Bureau of Administration office will evaluate the reported circumstances, on a case-by-case basis, associated with the loss of a badge while performing a police action. Depending on the circumstances the officer may not be required to reimburse the Division for the lost badge.

b. Stolen Badge (Division Owned)

1. Complete an Incident Report and include the current badge replacement cost (verifiable through the BOA office).

2. Complete a Health and Safety Report.

3. Forward, via the chain of command, a request for a replacement badge.

a. Include the Incident Report number

4. The replacement badge will be provided at no cost to the officer.

c. Lost, Stolen or Damaged Badge (Personally Owned)

1. If the officer is seeking a replacement badge or reimbursement from the Division for a personally owned badge that was lost, stolen or damaged while on duty and engaged in a police action, he or she will:

a. Complete an Incident Report and include the current badge

replacement cost (verifiable through the BOA office).

b. Complete a Health and Safety Report.

2. The Bureau of Administration office will evaluate the reported circumstances, on a case-by-case basis, in accordance with the current Collective Bargaining Agreements.

d. Expediting a Replacement Badge

1. The officer's Assistant Chief or Commander should expedite the issuance of a replacement badge by alerting BOA of the incident and that the documentation is in process.

E. Division Owned Vehicles

1. Procedures for the operation, maintenance, and repair of Division owned vehicles are outlined in General Order series 1973-03 Operation and Maintenance of Division Vehicles, and are also determined by the Division of Fleet Services.

2. A record of all equipment issued to particular fleet vehicles shall be maintained by the Technical Service Unit supervisor.

F. Office Equipment and Copier Supplies

1. The maintenance of office equipment is coordinated at the Bureau level.

2. The distribution of copier and mailing supplies is coordinated by Central Records.

G. Repair, Maintenance, Transfer, Damage or Loss of Division Owned Equipment

1. Willful or negligent damage to equipment shall result in reimbursement by the employee and/or possible disciplinary action.

2. Negligent loss of equipment shall result in reimbursement by the employee. (Reimbursement shall be made at fair market value).

3. Division owned property that is surplus, salvage, upgraded or constructed from parts shall be processed as follows:

a. When radios, radars, and vehicle equipment is inoperative or surplus, the Technical Services Unit shall be contacted prior to disposal in order to determine the need to retain the equipment for repair, parts or transfers.

b. When computer and printer equipment is inoperative or surplus, Computer Information Systems Unit personnel shall be contacted prior to disposal to determine the need to retain the equipment for repair, parts, or transfer to other units.

- c. If personnel build a new piece of equipment or upgrade an existing piece of equipment with a value of \$5,000 or above, the Bureau Inventory Control Officer for the bureau or unit that retains the equipment shall complete a Property Inventory Addition, Form FA6.
- d. When parts of two or more pieces of salvage or surplus equipment are combined to make a single piece of equipment, Request for Equipment Retirement, Form FA9 shall be completed by the personnel completing the equipment work and forwarded to the Fiscal Officer. An Inventory Additions Form FA6 shall be completed if the created equipment is valued at \$1,000.00 or more.
- e. Equipment not specified in section a. and b. above, that is surplus or salvage shall be listed on Form FA9, and forwarded by memorandum to the Fiscal Officer. The Fiscal Officer shall coordinate the salvage/surplus pick-up and disposition of all property described on the FA9. Salvage/Surplus property shall be retained at the Bureau level until picked up by the Division of Property Management.
- f. All Division owned firearms shall be taken to the Firearms Training Facility for repair. Firearms that cannot be repaired and are determined to be inoperable by the Range Officer and are determined to be of no value for parts will be disposed of as follows:
 1. The Range Officer shall visually present the inoperable firearm to the Commander of the Training Section for approval of disposal.
 2. If approved, the Range Officer will provide the Training Section Commander with documentation of the make, model, and serial number of the inoperable firearm, along with the name and employee number of the employee who had been last issued the firearm.
 3. The Training Section Commander will verify the firearms information and will issue and sign a memo, containing the inoperable firearms information authorizing the disposal of it.
 4. The Range Officer will transport the inoperable firearm and the Training Section Commander's memo to the Property and Evidence Supervisor.
 5. The Property and Evidence Supervisor will:
 - a. Remove the inoperable firearm from Division inventory
 - b. Remove the inoperable firearm from the issued employee's record (Form #339)
 - c. Ensure the disposal of the inoperable firearm
 - d. Provide written documentation to the Commander of the Training Section that the disposal of the inoperable firearm has been completed

- e. Retain documentation for recordkeeping purposes.
- g. Surplus firearms or parts that have a value shall be traded or disposed of at the discretion of the Range Officer, with the approval of the Chief of Police.
 - 1. The Range Officer is responsible to provide the Property and Evidence Supervisor with appropriate records and documentation related to the trade of any firearm or extra parts (including records of any firearms or parts received as a result of the trade).
 - 2. The trade of any firearm or extra parts shall be documented by the Property and Evidence Supervisor, accounting for any firearms that have left the Division and any firearms that have been received as a result of the trade.
- h. The exchange and transfer (reissue) of a fixed asset valued at \$1,000 or more shall be entered into the database by the receiving bureau. A Property Transfer Form FA9, shall be completed for items \$5,000 or more and electronically forwarded to the Fiscal Officer.
- i. Surplus property and equipment shall be disposed of under the direction of the Bureau Inventory Control Officer. The Bureau Inventory Control Officer shall electronically forward form FA9 to the Fiscal Officer describing the property designated as surplus. The Fiscal Officer shall acknowledge receipt of form FA9 and advise other Bureau Commanders of the availability of the equipment. The Fiscal Officer shall coordinate the pick up of all surplus property through the Division of Accounting.

H. Forms used in the Control, Identification, and Transfer of Division Owned Property

INV. 014: Inventory Numbers, Routing Memorandum- Designed as a cover letter to the Bureau Inventory Coordinator listing the new fixed asset numbers.

Form FA6: Property Inventory Additions- Essentially a request for an inventory tag number and is required when parts are used to construct a new piece of equipment, or equipment is donated to the Division.

Form FA8: Improvement or Adjustments to Existing Equipment- Must be completed when equipment such as computer hardware is upgraded.

Form FA9: Inventory Transfer Sheet- Required in the transfer of property from one Bureau to another, or from one Division to another. Form FA9 must be signed by the forwarding party and the receiving party prior to the exchange of property.

All FA9's shall be forwarded to the Fiscal Officer.

Request for Equipment Retirement- Must be completed when property is retired by trade-in, disposal or salvage. The FA9 shall be directed to the Fiscal Officer.

I. Periodic Physical Inventory Procedure Requirements for Urban County Government

1. A physical inventory of all property shall be conducted as directed by the Division of Accounting or the Chief of Police and submitted to the Fiscal Officer. The Fiscal Officer shall submit the Division Inventory Report to the Division of Accounting and the Chief of Police.

a. The Division of Accounting shall distribute a PeopleSoft inventory list to the Division of Police.

b. All inventory items which require an inventory tag number shall be described and identified according to Bureau designation and location.