

	Administrative General Order	4.04 Uniform and Supply Unit/Department Inventory	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 4 - Reporting and Fiscal Management		05/08/2017
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 17.5.1, 17.5.2, 46.1.8	Support Manager
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Cooper</i>	

Purpose

The purpose of this general order is to provide internal policies for the issuance, inventory, and control of agency owned property and equipment.

Policy

Internal Procedures for Inventory and Control of Property and Equipment (CALEA 17.5.1)

The issuance, inventory, and control of property and equipment are a shared responsibility of all department commands. All inventory files are subject to inspection. The following are specific responsibilities.

Uniform and Supply Unit (CALEA 17.5.2, 46.1.8)

The Support Division’s Uniform and Supply Unit shall be responsible for the issuance of uniforms, various equipment, supplies, official department forms and printed materials. Specifically, the Uniform and Supply Unit will issue, maintain, and inventory the following types of uniforms, equipment, supplies, and forms.

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|-------------------------|---------------------------|----------------------------|
| Badges | DUI check sheets | Uniforms |
| Batons | Virginia Uniform Summons | Property and evidence tags |
| Body armor | Handcuffs | |
| IBR forms | Jackets, coats, rain gear | |
| Domestic violence forms | Leave slips | |
| Drug kits | PPE’s | |

The Uniform and Supply Unit will use the automated Counter Point System to inventory the aforementioned equipment and wearing apparel, as well as the Records Management System’s (RMS) Asset Inventory module when appropriate. It is the responsibility of the Uniform and Supply Unit to ensure that stored equipment under their authority is at operational readiness until that equipment is requisitioned and assigned to the respective command. At that time, the command or officer issued the equipment will then become responsible for the care, maintenance and operational readiness of that equipment. It will be the responsibility of the Uniform and Supply Unit supervisor to inspect the operational readiness of department equipment stored at the Uniform and Supply Unit on a quarterly basis. Commands will also inspect their equipment for operational readiness monthly or quarterly (ref to G.O, 1.08). These inspections will be documented in accordance with General Order 1.08 (Inspections).

The Uniform and Supply Unit will issue equipment to all newly hired recruits and officers. The command staff has the authority to requisition new items. To do so, a requisition must be submitted and signed by a

member of that command holding the rank of sergeant or higher; attesting to the inspection of the item finding it unserviceable.

At the end of each fiscal year, an annual inventory of the Uniform and Supply Unit will be completed. This inventory will include all items in stock. The Uniform and Supply Unit staff, in conjunction with the supervisor of the unit, will conduct the inventory. If requested, the City's Audit Services Department will participate in the inventory process.

Members of the inventory team will also be responsible for evaluating the readiness of equipment and supplies for the Police Department. The documents and records to be examined during the inventory and audit are as follows:

- Equipment/Uniform requisitions
- Supply requests
- Budget code accountability
- Equipment on hand vs. departmental needs

An audit of the Uniform and Supply Unit's operating funds will be conducted by the Support Division's Accountant in conjunction with the physical inventory.

A written summary of the results will be provided to the Support Division Manager within one-week of completion. Any discrepancies found during the inventory/audit process will be reported promptly to the Support Division Manager and the Chief of Police, or designee.

Property and Evidence Unit

All weapons will be initially purchased through the Uniform and Supply Unit and then issued, inventoried, and official documentation maintained through the Property and Evidence Unit, including service weapons, shotguns, sage weapons, and patrol rifles. The supervisor of the Property and Evidence Unit shall control the inventory of all non-issued (either to an individual or command) department weapons and will conduct a documented inspection of the weapons inventory and files as part of the quarterly line inspection.

Precinct/Bureau

Precincts and bureaus will issue and maintain an accurate inventory on the following equipment using the Asset Inventory Module in the PISTOL Records Management System.

- Automatic External Defibrillators
- Bicycles
- Boats
- Digital cameras
- I-Pads and/or Electronic Tablet-type Devices
- In-car cameras
- Intoximeters/Alcosensors
- Portable radios
- RADAR/LIDAR units
- Tint Meters
- Tire deflation devices
- Vehicles – marked, unmarked, motorcycles, all-terrain vehicles
- Weapons (other than service weapons), including shotguns, sage weapons, tear gas, patrol rifles, and other specialty weapons

- Any specialized equipment assigned or purchased by the command with a value over \$1,000 (excludes computer equipment purchased and maintained by ComIT) or equipment critical for emergency operations (such as chainsaws and portable generators).

It is the responsibility of the individual precinct or bureau command to assure that the aforementioned equipment is maintained at an operational readiness by conducting documented inspections utilizing the PISTOL Report Management System on a quarterly basis.

Unassigned portable radios will be maintained by the Deputy Chief's Aide in the Operations Division. It is the responsibility of the Deputy Chief's Aide in the Operations Division to issue portable radios to new officers or to provide the Training Academy staff with radios to issue to graduating recruits. The Deputy Chief's Aide, or designee, will update the portable radio inventory in records management system when new radios are issued. For departing officers, portable radios will be turned into the Deputy Chief's Aid, or his designee. At such time, the Deputy Chief's Aid, or his designee will make the appropriate update in the RMS Asset Inventory module.

City Communications and Information Technology Department

The City's Department of Communications and Information Technology is responsible for maintaining the official inventory for the following equipment.

- All computer workstations
- All computer servers
- All computer printers

Distribution and Issuance of Forms and Printed Materials

Most general use forms are available on the police department's area network and Intranet site. Some forms are only available through the Uniform and Supply Unit. When needed, the precinct or bureau commander, or designee, must submit a PD-25 (U&S Requisition) to the Uniform and Supply Unit. The PD-25 must include the number of each item requested; a two-week notice will be provided on all requests.

The precinct or bureau commander will be responsible for maintaining a secure inventory of forms and printed material within the precinct and further will ensure that the inventory of forms is subject to a documented inspection on a monthly basis to maintain sufficient forms for the operation of the precinct, bureau or command. .

All stationery and forms requiring outside printing shall be submitted to the administrative assistant of each precinct or bureau and forwarded to the city print shop.