



WRITTEN DIRECTIVE	No.	PD15-2014	Page:	1 of 7
	Subject:	Effective Date:	12-09-15	
	MANAGEMENT OF DEPARTMENT-OWNED PROPERTY	Supercedes/Amends:	PD12-2014	
		Reference:	17.5.1– 17.5.3	



I. Purpose

The purpose of this directive is to establish procedures which provide for the inventory and control of all property owned by this department.

II. Policy

It shall be the policy of the Lynchburg Police Department to maintain control and accountability with respect to the requisitioning, maintaining and issuing of all department owned property.

III. Procedure

A. GENERAL

1. The Professional Standards Captain will oversee the requisitioning and procurement of all department owned-property maintained within the Public Safety Building and the West Building.
 - a. The Equipment and Supply Coordinator will be accountable for storing and issuing the following items to authorized department employees:
 - 1) personal wear items such as uniforms and equipment
 - 2) office supplies
 - 3) all equipment *not* maintained in the department armory, by the Computer Operations Unit, or by the Forensic Unit.
 - b. The Vehicle Fleet Manager will be accountable for the storage and maintenance of all department owned vehicles.
 - c. The Information Systems Coordinator will be accountable for the storage, maintenance, and issuing of all hardware, software, peripheral equipment, and supplies which are related to:
 - 1) Host-based systems
 - 2) computer workstations and any related peripherals.

- d. The Forensic Unit Lieutenant, or his designee, will be accountable for the storage, maintenance, and issuing of all crime scene processing equipment and supplies.
2. The Deputy Chief of the Field Operations Bureau will oversee the procurement, storage, and maintenance of all department-owned property maintained within the police armory.
3. The Deputy Chiefs will be accountable for:
 - a. all department-owned property assigned to their bureaus
 - b. notifying the Professional Standards Captain of the change in status of any *Inventory Controlled Items* assigned to their bureaus.

17.5.3

4. Division captains will ensure that any item of department-owned property stored within their division is maintained in an operationally ready condition.
5. Employees will be held accountable for all issued equipment, and for any departmental equipment used by the employee in the performance of their duties.
6. Employees will report the loss or damage of any item of department-owned property within their control according to procedures set forth in this directive, to include notifying their immediate supervisor.

17.5.2**B. ISSUANCE OF UNIFORMS AND EQUIPMENT**

1. Uniforms and equipment which are maintained within the Equipment and Supply Section will be issued as follows:
 - a. New items will be issued by the Equipment and Supply Coordinator as they are obtained using a procedure that has been approved by the Professional Standards Captain.
 - b. Replacement of worn or malfunctioning items
 - 1) The requesting employee will complete an *Equipment and Uniform Request Card* and submit the completed form to their immediate supervisor for approval.
 - 2) Upon approval, the employee will:
 - a) submit the form to the Equipment and Supply Coordinator
 - b) submit the worn or malfunctioning items to be replaced to the Equipment and Supply Coordinator
 - c) be issued the items which are listed on the form.

- c. Replacement of lost or damaged items of equipment
 - 1) The requesting employee will:
 - a) complete an *Equipment and Uniform Request form*
 - b) complete a *Memorandum* detailing the circumstances of the loss or damage whenever:
 - i. directed to do so by a supervisor, or
 - ii. the damage or loss is caused by the actions of another person
 - c) submit the completed form and *Memorandum (if required)* to their immediate supervisor for approval.
 - 2) The supervisor:
 - a) may approve the replacement
 - b) will review the *Memorandum* and determine which of the following actions is appropriate:
 - i) no action
 - ii) a disciplinary system procedure be initiated against the employee, as described in the written directive entitled *Disciplinary System*, PD-0212
 - iii) restitution to be sought from a defendant (see the written directive entitled *Restitution*, PD-2008)
 - c) will forward the *Memorandum* along with written comments through the chain of command to the Chief of Police for inclusion in the employee's personnel file.
 - 3) Upon approval, the employee will:
 - a) submit the form to the Equipment and Supply Coordinator
 - b) submit any damaged item to be replaced to the Equipment and Supply Coordinator
 - c) be issued the items which are listed on the form.
2. Equipment maintained in the police armory of the Public Safety Building will be issued as follows:
 - a. Requests for issue may be made to the Metro Division Captain.

- b. Lost or damaged items will be replaced following the procedures outlined in section III, B, 1-c.
3. Computer-related equipment that is maintained by the Computer Operations Unit will be issued as follows:
 - a. Requests for issue may be made to the Information Systems Coordinator.
 - b. Lost or damaged items will be replaced following the procedures outlined in section III, B, 1-c.
4. Crime scene processing equipment that is maintained by the Forensic Unit will be issued as follows:
 - a. Requests for issue may be made to the Forensic Unit Lieutenant, or his designee.
 - b. Lost or damaged items will be replaced following the procedures outlined in section III, B, 1-c.

C. ISSUANCE OF SUPPLIES

1. Division Captains/Unit Supervisors will be responsible for authorizing supplies to be issued to members of their division/unit.
2. Each Division Captain/Unit Supervisor may maintain a supply cabinet for the purpose of keeping a sufficient quantity of supplies readily available to meet operational demands.
3. To obtain supplies maintained within the Equipment and Supply Section:
 - a. The requesting employee will complete an *Office Supply Requisition Card* and submit the completed form to their supervisor for approval.
 - b. Upon approval, the employee will:
 - 1) submit the form to the Equipment and Supply Coordinator
 - 2) be issued the items which are listed on the form.
 - c. If a requested item is not immediately available, the Equipment and Supply Coordinator will notify the requesting person advising when the item will be available for pick up.
4. To obtain supplies maintained within the Computer Operations Unit, contact the Information Systems Coordinator.
5. To obtain supplies maintained within the Forensics Unit, contact any Forensic Unit Detective.

17.5.3

D. REPAIR

1. Items maintained in the Equipment and Supply
 - a. All repair work will be authorized by the Professional Standards Captain prior to being initiated.
 - b. The item will be sent by the Equipment and Supply Coordinator to the appropriate source for repairs to be made.
 - c. The Equipment and Supply Coordinator may issue a temporary replacement item to be used during the repair period, when appropriate.
2. Items maintained in the Police Armory:
 - a. All repair work will be authorized by the Metro Division Captain prior to being initiated.
 - b. The item will be sent by the Metro Division Captain to the appropriate source for repairs to be made.
 - c. The Metro Division Captain may issue a temporary replacement item to be used during the repair period, when appropriate.
3. Items maintained by the Computer Operations Unit:
 - a. All repair work will be authorized by the Information Systems Coordinator prior to being initiated.
 - b. The item will be sent by the Information Systems Coordinator to the appropriate source for repairs to be made.
 - c. The Information Systems Coordinator may issue a temporary replacement item to be used during the repair period, when appropriate.
4. Items maintained by the Forensic Unit:
 - a. All repair work will be authorized by the Forensic Unit Lieutenant, or his designee, prior to being initiated.
 - b. The item will be sent by the designated Forensic Unit Lieutenant, or his designee, to the appropriate source for repairs to be made.
 - c. The Forensic Unit Lieutenant, or his designee, may issue a temporary replacement item to be used during the repair period, when appropriate.

17.5.1

E. INVENTORY

1. The Professional Standards Captain will be responsible for maintaining an inventory of *all* department-owned property.
 - a. The purpose of such inventory is to identify those items:
 - 1) with an original purchase price of \$5000.00 or more *and*
 - 2) classified as furniture, electrical or electronic.
 - b. Once identified, such items will be referred to as *Inventory Controlled Items*.
2. *Inventory Controlled Items* will include expendable and non-expendable items.
 - a. An *expendable* item is any item intended to be worn out, used up or consumed in service.
 - b. A *non-expendable* item is any item that is intended to be repaired as necessary for long term use.
3. Each *Inventory Controlled Item* that is non-expendable will be assigned an identification number, with the exception of items having a factory installed serial number.
 - a. The assigned number will be assigned by the City of Lynchburg Budget and Procurement Office.
 - b. A factory installed serial number, when present, will be used in place of an assigned number.
4. The following information for each *Inventory Controlled Item* will be entered into the City's Asset Records program:
 - a. the location of the item,
 - b. the assigned item number or serial number,
 - c. For items purchased after 1/1/03, the date the item was purchased and original purchase price,
 - d. the description of the item
 - e. the person responsible for item.
5. Division Captains will oversee an annual inventory of all division *Inventory Controlled Items*. The inventory results will be submitted with the unit, division, and bureau annual reports. Division Captains will be responsible for the computer entry of all inventoried items.

6. Upon the completion of the inventory of all *Inventory Controlled Items*, the Professional Standards Captain will submit a completed Inventory Control Report to the Deputy Chiefs and the Chief of Police for review and approval..
7. The department-owned property stored in the Police Armory will be inventoried annually at the direction of the Deputy Chief of the Field Operations Bureau, with the results of the inventory being forwarded to the Professional Standards Captain.
8. A current inventory listing is maintained in the inventory computer program.

Original Signed

Raul M. Diaz
Chief of Police

December 9, 2015

Date