

WEST PALM BEACH POLICE DEPARTMENT

II-2 PROPERTY ACQUISITION AND CONTROL

EFFECTIVE: 01/01/2005

CALEA Standards: 17.5.1 – 17.5.3

CFA Standards: 7.04

I. POLICY: The purpose of this procedure is to establish responsibility for procurement, issuance, accountability, and maintenance of Department property. Department-owned items, which include equipment, personal-wear, and otherwise, should be maintained and controlled to ensure their functional readiness.

II. PROPERTY PROCUREMENT, ISSUANCE, MAINTENANCE, AND ACCOUNTABILITY:

A. Each division will be responsible for identifying, budgeting, and requisitioning materials, supplies, and equipment necessary for their operations.

1. All requisitions will be forwarded to the Fiscal Services Section of the Support Services Division for review, confirmation of funds availability, and approval before transmittal to the City Purchasing Department.

2. The Support Services Division maintains centralized control of all Department requisitions processed, pending, or completed.

B. The maintenance, distribution and issuance of Department-owned property to authorized personnel will be the responsibility of the Support Services Bureau or the division responsible for the requisition and issuance of the particular property.

C. All stored items or special equipment will be regularly inspected for operational readiness by the appropriate division/section/unit supervisor who will benefit from its use, and/or by the Staff Inspections Unit, if so directed by the Chief of Police.

D. All members will be held accountable for issued or assigned Department property, equipment, vehicles, etc., issued or assigned to them.

E. All members will maintain issued or assigned property, equipment and supplies and will notify the appropriate supervisor for necessary repairs or replacements. The supervisor may require the notification in writing when necessary.

1. Failure to notify the proper authority when damaging, or discovering damage to Department property may result in disciplinary action.

F. First-line Supervisors and other appropriate supervisors will have the responsibility of checking the condition of Department-owned property issued to personnel under his or her supervision as part of a routine inspection.

G. The Support Services Bureau is responsible for coordinating the Fixed Asset Inventory with the City Finance Department per City Administrative Policy.

III. REIMBURSEMENT FOR LOST OR STOLEN PERSONALLY OWNED PROPERTY:

A. The Department may reimburse a member for the loss or damage to personal items **required to be used while on duty** (wristwatches, prescription glasses, hearing aid, etc.), if the loss is not due to negligence. This Department will **not** pay for the loss of jewelry.

1. The member incurring the loss of or damage to their personal property is required to write a report to document the incident.

2. Division Commanders will review the reports of an item(s) of personal property lost or damaged.

B. The request for reimbursement attached with a copy of the report and an original receipt for the replacement item will be forwarded to the Support Services Bureau Commander for review and evaluation.

1. Reimbursement must be authorized by the Support Services Bureau Commander.
2. If so authorized, the Fiscal Services Section will submit the appropriate request for reimbursement for the replacement or repair of the personal property or items. All such reimbursements will be by check unless the amount is under \$10.00, which may be paid from petty cash.
3. Reimbursement may be limited by City Administrative Policy and/or the current applicable Collective Bargaining Unit Agreement.

IV. REFERENCE:

- SOP # II-1 Fiscal Activity.
- SOP # II-20 Uniform and Plain Clothes Attire, Equipment and Appearance.
- Rules and Regulations, Department Property and Equipment (Section 5).
- Current Collective Bargaining Agreements.
- City of West Palm Beach, Fixed Asset Capitalization Policy 6-3.

Delsa R. Bush, Chief of Police

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History: SOP # changed to II-2 on 01/01/2005; SOP # changed 06/01/1999
Old SOP # Capital Asset Inventory 6.230.008, Department Owned Property 6.230.023, Lost and Damaged 6.230.024
Revision Dates: 08/01/2001, 04/29/2002, 01/01/2005

Job Title Task Files: Fiscal Management Supervisor