

# Glendale Heights Police Department

**GENERAL ORDER # 810**

**SUBJECT:** Department Property and Equipment

**ACTIVE DATE:** 07-26-2018

**RESCINDS:** GO #810, issued 11-07-2013

**AUTHORITY:** Douglas R. Flint, Chief of Police

**RELATED DOCUMENTS:**

## **.01 Purpose**

The purpose of this order is to regulate control of all property owned by the Glendale Heights Police Department.

## **.02 CALEA Standards**

17.5.1, 17.5.2, 17.5.3

## **.03 Policy**

It will be the policy of the Glendale Heights Police Department to ensure all property and equipment that is stored or issued to employees will be maintained in a state of operational readiness at all times, and to provide for the proper inventory of all Department-owned equipment.

## **.04 Definitions**

**Expendable Property**—General operating supplies such as office supplies, ammunition, batteries, etc.

**Fixed Assets**—Capital outlay purchases including vehicles, furniture, cameras, special weapons, computers, etc. Departmental fixed assets, except for vehicles, shall be marked with a Village identification tag and serial number, in accordance with applicable Village policy.

**Personal Equipment**—Department-issued items including uniforms, jackets, pistols, batons, etc.

## **ORDER**

### **.10 Inventory of Department-Owned Property**

A. The Finance Department of the Village of Glendale Heights is responsible for the overall control of all property, equipment and other assets of the Village.

B. The Finance Department will periodically perform an inventory of property, equipment and other assets to determine if all items listed on the inventory report are accurate.

C. Any additions or deletions to the inventory shall be reported to the Finance Department.

Accountability for property is accomplished through the following resources:

1. Village Finance Department documents
2. Budget Documents
3. Purchase Orders
4. Inventories
5. Maintenance and repair records

### **.15 Initial Receipt and Distribution of Department-Owned Property**

A. All supplies and equipment delivered to the Department, and all paperwork related to the delivery, shall be received and verified by the Administrative Secretary to the Chief of Police.

1. Office supplies shall be distributed to the applicable Division or Section.
2. Operational equipment, firearms, ammunition, uniforms, etc., shall be delivered to the applicable Deputy Chief of Police or his/her designee.

3. Fixed assets will be recorded and labeled by the appropriate Village Department, and then distributed to the applicable Deputy Chief of Police. The recorded information shall include:
  - a. Description and serial number
  - b. Date received
  - c. Purchase order number
  - d. Village inventory code number

#### **.20 Issuance/Reissuance of Department-Owned Fixed Assets and Personal Equipment**

The Deputy Chiefs of Police shall place fixed assets and personal equipment into service. Any property or equipment owned by the Department will only be issued/reissued through the chain of command to authorized personnel who have been properly trained in its use and care. Any Department member who has been issued equipment will be responsible for its care and maintenance. Equipment issued to any specific unit, section or division will be cared for and maintained by the unit, section or division supervisory staff.

#### **.25 Daily Issuance of Department-Owned Property**

A. Each respective Division is responsible for the daily issuance of Department-owned property (i.e. spare radio, car keys, automatic external defibrillator (AED), portable breath tester (PBT), etc.) assigned to that Division. Generally, members receive this property at the beginning of their duty shift and return it to the equipment room or key rack after completion of their duty shift.

1. A status board for vehicles will be maintained in the Roll Call Room, indicating vehicle readiness and maintenance status.
2. A log book shall be maintained for all issuance of AEDs.
3. The Investigations Section will maintain a log book for vehicles and equipment assigned to the Section, indicating vehicle maintenance and usage.

B. Members are required to ensure that all equipment and vehicles are appropriately logged out and checked back in during their duty shifts.

#### **.30 Operational Readiness**

All Department personnel are responsible for all items that have been issued to them and for maintaining their property and equipment in a state of operational readiness. Operational readiness includes care and cleaning, preventive maintenance, repair, workability, and responsiveness.

#### **.35 Inspections of Property**

Inspections of Department equipment and property will be performed on a routine basis, in accordance with GO #2700. Equipment found to be deficient or in need of repair will have an Equipment Service Request form or other applicable request form completed and forwarded to the responsible Deputy Chief of Police for repairs.

#### **.40 Special Inventories**

A Command Staff member may periodically direct a special inventory to be completed, above and beyond what is periodically conducted by the Finance Department. Property subject to such an inventory may include, but is not limited to, firearms, computer equipment, electronic equipment, weapons, etc.

#### **.45 Property and Equipment Disposal**

Department vehicles and/or equipment, which are no longer needed or serviceable, will be disposed of by public auction according to statutes and with the prior approval of the Chief of Police and the Village Board.