

**1901ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1901.5 CITY CAPITAL PROPERTY  
AND DEPARTMENTAL INVENTORY AND ACCOUNTABILITY**

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CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY:

It is the policy of the Orlando Police Department and the City of Orlando to maintain accountability for City capital property.

PROCEDURES:

**1. DEFINITION**

City capital property for accountability purposes is any item with an original value of \$5,000 or more. It is a complete entity within itself and has a life expectancy of one year or more. Exceptions are real estate, intangibles, or any consumable that loses its original identity when used.

**2. PROPERTY CUSTODIAN'S RESPONSIBILITY**

The property custodian will be a person within the Department who accountable officers designate as their agent for internal responsibility for custody of property. This person will be the liaison with the City Property Asset Manager. The designation for the property custodian in the Orlando Police Department is the Property Supervisor.

The property custodian shall be responsible for inventory control, disposal, and transfer of City capital property. City asset numbers shall be affixed to all capital items once received. All property transferred or disposed of will be coordinated with the Property Supervisor or designee. The property custodian or the designee will be responsible for a yearly inventory coordinated with the City Asset Manager designee to maintain accountability for City capital property in the Orlando Police Department.

**3. PROGRAM MANAGERS' RESPONSIBILITY**

Program managers will be responsible for all City capital property assigned to their respective Cost Center. The program manager will maintain a list of all City capital property assigned to his/her program by City asset number, description and location. A copy of the list will be filed in the Quartermaster Unit. Program managers shall immediately report any changes on the list to the Property Supervisor. The list will be used by the Property Supervisor to conduct the annual inventory. It will be the responsibility of the program manager to account for all items not found during the annual inventory.

Vehicles will be inventoried quarterly and an updated inventory forwarded to the Fleet Coordinator. This should include City garage number, year, make, model, and the Cost Center the vehicle is assigned.

Whenever program managers are transferred, the outgoing and incoming program manager shall jointly conduct a complete inventory of all City capital property assigned to the program, and report the results of the inventory to the Chief of Police via the chain of command, with a copy to the Property Supervisor.

Program managers are also responsible for Department inventory assets that have an original value of less than \$5,000. These items are assigned OPD internal numbers and are added to the Department's internal inventory by program. The Property Supervisor maintains the inventory for these items and updates the file as necessary. Yearly inventories are not conducted on these items. It is the responsibility of program managers to monitor these assets. Outgoing and incoming program managers should also conduct a complete inventory of these internally tracked assets.

Program managers should notify the Police Property Supervisor when Technology Management or anyone within his/her program relocates or reassigns any City or Department asset. When officers transfer, all City and Department inventory items should remain in the program in which they were purchased and are assigned, with the exception of all desktop computers, which are allowed to follow the employee to their new assignment when necessary.

All units within each program are responsible for picking up special equipment purchase orders within two business days of being notified by the Quartermaster Unit. Each section is also responsible for picking up any equipment, furniture, or assets requested from Asset Management once the necessary paperwork has been completed by the Property Supervisor. All inoperable, obsolete, and excess equipment must be turned in to the Quartermaster Unit on the ground floor. This includes the return of equipment that is being shipped back to the vendor for a warranty claim. Quartermaster Unit employees are not responsible for physically moving equipment to and from the Quartermaster Unit.