

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1901.6 CITY CAPITAL PROPERTY  
AND DEPARTMENTAL INVENTORY AND ACCOUNTABILITY**

EFFECTIVE:	12/4/2019
RESCINDS:	1901.5
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SUPPORT SERVICES MANAGER
ACCREDITATION CHAPTERS:	5
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.

The purpose of this policy is to establish policies, guidelines and procedures for the inventory, disposal and maintenance of all property and assets owned or leased by the City of Orlando and assigned to the Orlando Police Department in accordance with City Policy 2520, Capital Assets, City Policy 2320.1 Grants and Other Types of Financial Assistance and OPD Policy 1633, Grants Management and Administration.

**PROCEDURES:**

**1. DEFINITIONS**

**Capital Property or Fixed Asset-** Any item of tangible personal property owned by the City or a using agency of the the City that has an original value of \$5,000 or more; is a complete entity within itself (as distinguished from components); and has a life expectancy of one year or more. Also, certain tangible property with an original value less than \$5,000 is also defined as an Asset as detailed in Procurement and Contracts Division Directive. The term shall not include real property, intangibles, or consumables. The decision of accountability and whether an item of personal property is a capital asset shall be made by the Asset Manager Items less than \$5,000 in value will be defined and treated as Locally Controlled Assets, unless otherwise determined and designated as a capital asset for property accountability purposes by the Chief Procurement Officer.

**Disposal –** Approved removal from the inventory record of property resulting from sale, trade-in, donation, destruction, cannibalization, or permanent unserviceability.

**Grant-Funded Equipment-** All property and equipment (including information technology systems) with a useful life of at least one year and per-unit acquisition cost which equals or exceeds \$5,000 acquired or received through grant funds are tagged and included in the Asset Management inventory. Refer to the definition of property and equipment acquired through grants at 2 CFR 200 (Uniform Guidance).

**Grant Project Manager-** The Grant Project Manager is assigned by the Chief of Police or designee to manage the grant funded project or program.

**Police Property Supervisor-** the supervisor of the Orlando Police Department's Quartermaster Unit.

Cost Center Manager- Person responsible for the property assigned to their bureau/division or units. The designation of Cost Center manager with the Orlando Police Department is the person assigned to their associated cost center.

Property Custodian – Person whom Accountable Officers designate as their agents for internal responsibility for custody of property and liaison with the Asset Management Office. Designation of Property Custodian should be made in writing to Asset Management. The designation for the property custodian in the Orlando Police Department is the Police Property Supervisor.

Surplus Property – For the purpose of this procedure and as stated in Chapter 7 of the City Code, “Surplus Property” shall mean any supply, vehicle, equipment, or other personal property no longer having any use to the City. This shall include but is not limited to obsolete supplies, scrap metals, and non-expendable supplies that have met their useful life.

## **2. PROPERTY CUSTODIAN’S RESPONSIBILITY**

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 Police Property Supervisor or designee. The Police Property Supervisor 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 AND GRANT MANAGER’S RESPONSIBILITIES**

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

Grant Project Managers are solely responsible for receiving grant-purchased equipment. It is the responsibility of the Grant Project Manager to ensure that an asset tag is assigned to the grant-purchased equipment. The Grant Project Manager must maintain an equipment inventory of all grant-purchased equipment. Once all equipment is purchased, the Grant Project Manager must provide the Grant Coordinator with a copy of the inventory.

The Grant Project Manager is responsible for providing any newly-assigned Grant Project Manager with a copy of their assigned grant inventory. Prior to any grant-purchased property or equipment being transferred, disposed of, donated or moved, the Grant Project Manager must notify the Grant Coordinator. The Grant Coordinator will complete the appropriate disposition paperwork and approval from the Federal Government, the State, the City or grantor. Notify Police Property Supervisor to initiate disposal of assets in Workday.

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 Cost Center managers are transferred, the outgoing and incoming Cost Center manager shall jointly conduct a complete inventory of all City capital and non-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 Police Property Supervisor. The Police Property will provide the updated inventory list upon request.

Cost Center 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 Cost Center. The Police Property Supervisor maintains the inventory for these items and updates the file as necessary. Yearly inventories are not conducted on these items. The property supervisor will send this list of items to the appropriate Cost Center manager for each division upon request. The assets should be monitored and compared to the lists maintained by the property supervisor. These assets only include those items issued to the cost center and not issued/assigned to individual employees. Outgoing and incoming Cost Center managers should also conduct a complete inventory of these internally tracked assets. Police Property Supervisor and Grant Manager shall be notified when equipment become obsolete and/or unserviceable

Cost Center 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 Cost Center 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 three 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 Police 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. The Quartermaster Unit will dispose of all equipment in accordance with City policy, City Code and any federal grant requirements.

#### **4. REQUESTS FOR OPD SURPLUS PROPERTY DONATIONS**

The following procedure will be adhered to, whenever Cost Center managers receive a request for OPD surplus equipment from an outside Law Enforcement Agency, and/or an non-profit organization:

1. Instruct requesting agency to submit a respective department letterhead memo, addressed to the Orlando Chief of Police, indicating the type of surplus property needed and quantity.
2. Once memo is received, the Cost Center manager or designee shall forward the request to the Support Services Division Manager, who will record the request and submit to the Donation Review Board.
3. The Donation Review Board, shall check OPD inventory for the requested items and ensure donation is in compliance with Asset and Grant Management Policies, before submitting to the Chief of Police for approval. Once approved by the Chief of Police, the Police Property Supervisor or designee will submit an email request for final approval to the City Chief Procurement Officer authorizing final disposition of the property.