



**MIDDLETON POLICE
DEPARTMENT**

DATE
February 28, 2013

POLICY
1.5.05

SUBJECT: **Agency Owned Property**

REVIEWED
November 27, 2017

MRR

History: 1995; 3/2003, 2/2013; 01/2015; 11/2017
[WILEAG \(5th Ed.\) Standards: 1.5.5](#)

PURPOSE

The purpose of this policy is to establish systems and procedures for control of department property, equipment, and other assets. These systems and procedures foster accountability, and facilitate utilization, insurance coverage, and procurement planning.

POLICY

The department shall account for department property that is of high value, requires a high degree of control, or is issued to an organizational component or employee. Personnel shall be held responsible for the operational readiness of any and all equipment assigned to them. It is the responsibility of the Commander or supervisor of any organizational component to insure the operational readiness of any equipment stored in or assigned to their component.

PROCEDURE

Registration of Assets

Before it is used or put into storage, acquired department property of high value or which requires a high degree of control shall be registered with the Office Manager, with the exception of computers. The Officer Manager will record pertinent information which, depending on the item, may include the following:

Asset Number; Item Category; Make; Model; ID Number; Plate Number; Person Issued or Storage Location; Received Date; Expected Service Years; Replacement Year; Initial Cost; On-going cost; Replacement Cost; Vendor Name; Vendor Phone Number; Whether there is a warranty; Warranty Expiration; Warranty Contact; Whether there is a maintenance agreement; Maintenance Contact; and Retired/Disposed/Lost Date.

The Office Manager will assign an asset number if appropriate and, in every case, enter the item into the appropriate Equipment Inventory tab or Admin Program equipment database.

Items that are high value or which require a high degree of control include, but are not limited to, the following:

AED, Ballistic Shields, Bicycles; Body Armor (all), Cameras, Digital Recorders, Firearms, Megaphones, Night Vision, PBT's, Portable Alarms, Radios Mobile, Tasers, Radios Portable, Speed Detection Devices, Video Cameras, Squad Video Systems, Body Worn Cameras, Tasers, Vehicles and VSA's.

Disposition of Assets

When items assigned an asset number, of high value, or which require a high degree of control are reassigned, permanently stored in a different location, retired, disposed of, or lost, the Office Manager shall be notified so that item status can be updated in the appropriate database.

Uniforms and Duty Equipment Registration

All new uniform and duty equipment purchases should be received by or registered with the Office Manager. When employees are issued uniform or duty equipment items by a supervisor from the department stock, the Office Manager shall be notified. The Office Manager shall maintain a record of uniform and equipment items issued to employees.

Inspections

Vehicle users shall inspect vehicles prior to their use.

Vehicle/Equipment Officers shall inspect vehicles biannually using a squad check form, which should be filed in the Vehicle File. The Operation Officers will periodically inspect the Vehicle files.

Periodically, at least annually, the Investigative Services Commander, or his/her designee, shall inventory the equipment assigned for storage in the Investigative Services Bureau and media room and report findings in writing to the Operations Captain. The report will contain any deficiencies noted in the inventory.

Periodically, at least annually, the SET Commander, or his/her designee, shall inventory the equipment assigned to SET and SET members and report findings in writing to the Operations Captain. The report will contain any deficiencies noted in the inventory.

Periodically, at least annually, the Firearms Training Coordinator, or his/her designee, shall inventory department firearms and Tasers and report findings in writing to the Operations Captain. The report will contain any deficiencies noted in the inventory.

Periodically, at least annually, the Operations Captain, or his/her designee, shall inventory the equipment assigned for storage in the Patrol Equipment Room, EOC, Prisoner Processing, and interview room and report findings in writing to the Chief of Police. The report will contain any deficiencies noted in the inventory.

Periodically, at least annually, supervisors shall inspect uniforms, accessories, duty belt equipment, body armor, other assigned duty equipment, and assigned personal work spaces (mailboxes, filing cabinet, lockers, bins, cubes, offices), as applicable for the personnel assigned to the supervisor. The results of personnel inspections shall be noted by the supervisor in the assessment reports of the employee inspected.

Periodically, the City Facilities Manager shall inspect the building and grounds, arrange for professional inspections where required, and report any deficiencies to the Chief of Police.

The Chief of Police may order random or special inspections or inventories at any time.

Surplus Property

Surplus property is property owned by the department which is of no further feasible use, or is obsolete or unusable or is in excess of required inventory or has exceeded its useful life cycle.

Surplus property may be transferred to a City department able to use the property.

Surplus property may be sold or otherwise transferred to another governmental entity with the prior approval of the Finance Committee ([2.24\(1\)\(e\)](#)).

Other surplus property that is no longer needed for City use shall be reported to the City Administrator and sold at public sale to the highest bidder after a public Notice ([\(2.24\(1\)\(a\)\)](#)). If it appears the probable cost surrounding the sale exceed the value of the property, the property need not be offered for sale. Accurate records of surplus property sales or transfers shall be maintained for two years, including a list of all property sold or transferred, the date and consideration, and the name and address of the purchaser. Proceeds shall be paid to the City Treasury after deducting the necessary expenses of conducting the sale.

See Retention and Disposal of Evidence and Property for found, abandoned, unclaimed and evidentiary property procedures.