

University of Chicago Police Department

GENERAL ORDER

Effective Date: January 10, 2018		Number: GO 204
Subject: Inventory Control		
References: CALEA Standards: 17.5.1, 17.5.2		
Reevaluation Date: Annually		No. Pages: 2
Amends: 16 SEPT 2013 version (O.D.P.)		Rescinds:
Approved By: Kenton W. Rainey, Chief of Police	Signature: (Original signed document on file in Accreditation Office.)	

204.1 PURPOSE

The purpose of this order is to establish procedures for the ordering, distribution, disposition, and accounting of property in the possession of the Department.

204.2 INVENTORY CONTROL

- A. The Administrative Services Commander is responsible for the administration of equipment procurement and distribution. The Administrative Services Commander will be responsible for maintaining all necessary records of equipment issued to all employees, the purchase of equipment, and its distribution.
- B. On a periodic basis, a Department Armorer or Firearms Instructor will conduct an inventory of all Department-owned firearms.
- C. Issued personal equipment remains the property of the University Of Chicago Police Department and must be returned upon termination of employment.
 1. It is the responsibility of the Section Commander/Manager to whom the employee is assigned to ensure all personal equipment is returned.
 2. The Administrative Services Commander or a designee will maintain a written log indicating the names of each individual with the date of issuance and return.
 3. The Administrative Services Commander will store all serviceable personal equipment which has been returned, in a secure location.

204.3 ISSUING PROPERTY – ACCOUNTABILITY

- A. Distribution/issuance of department-owned property.

1. The Field Services Bureau is responsible for the daily issuance of Department-owned property (i.e., vehicles and facility keys, etc.) which are assigned to the bureau. Generally, officers receive this property at the beginning of their shift and return it to the equipment issue room after completion of their shift.
 - a. The status for Patrol vehicles will be maintained in the equipment issue room on a log of vehicles checked out and returned.
 - b. Officers are required to ensure that vehicles and facility keys are logged out on the vehicle/equipment check-out log at the beginning of their tour of duty and checked back in at the conclusion.
- B. Issuing of uniforms and personal equipment follow GO 1046, Uniform Provisions and Code of Appearance.

204.4 OPERATIONAL READINESS

Agency property is required to be stored in a state of operational readiness.

- A. 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.
- B. Deputy Chiefs, Directors, or their designees are responsible for ensuring and maintaining the operational readiness of all stored Department equipment assigned to their bureau.