

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 119-A

REFERENCE STANDARDS: 17.5.1 17.5.2

SUBJECT: Agency Owned Property

PURPOSE: The Hanover Park Police Department accepts responsibility for the care and control of valuable Village equipment entrusted to its use. The overall responsibility for the department's inventory of equipment lies with the Deputy Chief of Support Services; however, all employees are expected to properly care for equipment and materials assigned to them. (17.5.1)

I. DEFINITIONS:

- A. Capital Assets - Includes furniture, vehicles, radios, cameras, or any other non-expendable item with a dollar value of more than \$1,000.00 and a useful life of more than one year.
- B. Personal Equipment - Includes uniforms and related issued equipment.
- C. Expendable Property - Includes office supplies, ammunitions, batteries, and any other item with a useful life of less than three years.

II. CONTROL

- A. The Deputy Chief of Support Services is charged with the responsibility of maintaining an inventory of all property owned by or in custody of the police department.
- B. Monitoring the daily condition and use of department owned property is the responsibility of different components of the department. However, the Deputy Chief of Support Services shall be notified whenever any such property is lost, stolen, destroyed, becomes inoperable or obsolete.
- C. The Deputy Chief of Support Services shall maintain forms and prepare reports as required to ensure the integrity and efficiency of the property.

III. INVENTORY PROCEDURES

- A. Personal Equipment

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

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Auth:

1. The Deputy Chief of Support Services shall maintain all necessary records of the equipment issued through the quarter master system.
2. The Deputy Chief of Support Services shall be responsible for the distribution of such equipment.

B. Capital Assets:

1. The Deputy Chief of Support Services will maintain records of all capital assets. To include:
 - a. description, manufacturer and serial number;
 - b. date received;
 - c. cost;
 - d. expendables.
2. Information on newly received capital assets will be forwarded to the Village component responsible for assets and expenditures.
3. The Deputy Chief of Support Services will update all records upon any changes of status.

IV. DISTRIBUTION

- A. Agency owned property will be distributed by the Deputy Chief of Support Services or his designee.
- B. The Deputy Chief of Support Services will maintain records of distribution.

V. MAINTAINING DEPARTMENT PROPERTY (17.5.2)

A. Capital Assets

1. The Deputy Chief of Support Services is responsible for ensuring that all capital assets are operational. This shall be accomplished via:
 - a. line inspections;
 - b. staff inspections;
 - c. control log.
2. Individuals assigned such equipment will be responsible for its maintenance on a daily basis and reporting deficiencies to their immediate supervisor.

B. Personal Equipment

1. All supervisors are responsible for ensuring that personal equipment is in good operational condition. This shall be accomplished via:
 - a. line inspections;
 - b. staff inspections.

C. Expendable Property

1. The Deputy Chief of Support Services will be responsible for controlling the use of armory, range, and evidence/property supplies. This will be accomplished via:
 - a. use of logs;
 - b. line inspections;
 - c. staff inspections.
2. The Administrative Secretary will control the distribution of office supplies and be responsible for maintaining an adequate level.

VI. SUPERVISOR'S DAILY REPORT (17.5.1b)

- A. The supervisor of each patrol shift will be responsible and accountable for the department equipment utilized during the shift.
- B. A daily log will be completed by the on-duty shift supervisor at the beginning of the workday that will include:
 1. Employee's name and ID number;
 2. Area of assignment;
 3. Vehicle number assignment;
 4. Shotgun number if utilized.
- C. Upon completion of a 24-hour calendar day, the third shift communication clerk will forward the completed daily log reports to the Administrative Secretary for record retention.

VII. INVENTORY AND CONTROL (17.5.1a)

- A. Inventories of property owned by other departments, such as computer/phone equipment, vehicles, furniture, etc. will be maintained by those departments. The Police Department shall comply with requests by those departments to assist with physical inventories and/or inspections
- B. Inventories of property of value owned by the police department, such as weapons, electronics, etc., shall be maintained by the division or employee responsible for the property. Periodic inspections serve as an inventory provided all equipment is properly identified and listed.
- C. Inventories of consumable supplies, items of low value, and property affixed to buildings are not required.

- D. The Deputy Chief of Support Services will maintain all inventoried records as indicated in II. CONTROL of this directive.