	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: M1115 Page: 1 of 3 Distribution: All
Title: PROPERTY MANAGEMENT - DEPARTMENT OWNED PROPERTY		Section: Administration
Issued: 5/8/2012	Effective: 5/16/2012	Revised: 5/29/2015
Rescinds: All Previous	Amends:	
CALEA References: 17.5.1 thru 17.5.3		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to provide accountability for department owned property and issued equipment.

II. Policy

The Andover Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. The overall responsibility for the department's inventory of equipment lies with the Administrative Assistant; however, all employees are expected to properly care for the equipment and material issued to them.

III. Definitions

A. **Fixed Assets:** Machinery, equipment, assembled furniture, fixtures etc., whose total purchase price is $100.00 or more and with a life expectancy of three years or more, including all office furniture and appliances (excluding computer and communications equipment).

B. **Electronic Equipment:** Computers, servers, printers, monitors and all communications equipment.

IV. Regulations

A. Employees are required to take proper care of all equipment entrusted to their use or custody. Abuse, misuse, or negligence will result in appropriate disciplinary action. [B]

V. Procedures

A. Inventory of Fixed Assets (17.5.1)

1. The Administrative Assistant will maintain an inventory of all fixed assets and issued equipment with a useful life of three years or more and a value of $100 or more.

2. This inventory of fixed assets will include, at a minimum, an identification number, a description, date of acquisition, value and place or person to whom it is assigned.
3. Changes in assignment or location shall be reported to the Administrative Assistant who shall update the inventory.

Rev. 05292015

4. The Chief of Police, Operations Commander and the Communications Director shall conduct an inventory of the fixed assets assigned to or located within their sections of responsibility using a list provided by the Administrative Assistant. Any additions or deletions from the list should be documented and returned to the Administrative Assistant by April 1st of each year.

Rev. 05212014

5. The City of Andover's I.T. Director will be responsible for developing and maintaining an inventory of all department electronic equipment that will include: computers, monitors, printers, servers and communications equipment. The Electronic inventory will include at a minimum, an identification number, a description, date of acquisition, value and place or person to whom it is assigned.

Rev. 05212014

6. The I.T. Director shall conduct an inventory of department electronic equipment assigned to or located within their section of responsibility using a list provided by the Administrative Assistant. Any additions or deletions from the list should be documented and returned to the Administrative Assistant by April 1st of each year listing the department's inventory of electronic equipment.

B. Issued Equipment(17.5.2)

1. Each employee will be responsible for maintenance of articles issued by the Department. This includes items such as radios, weapons, uniforms, keys, etc.
2. The Administrative Assistant will maintain records of non-expendable items issued to officers, including gas cards, department ID's, badges, uniforms, equipment and weapons.
3. Replacement of issued items, which become inoperable or non-serviceable, will require that the item be surrendered at the time of replacement. Uniform and personal equipment may be replaced or purchased out of the officer's annual uniform allowance. All uniform items and equipment purchased for the officer from the officer's uniform allowance remains the property of the Andover Police Department.
4. All issued uniform and personal equipment must be checked back in when they become inoperable or non-serviceable, or at the conclusion of the employee's employment. Employees need not return foot wear issued by the department.
5. The acquisition of unusual or special order items requires prior written authorization from the Chief of Police or his/her designee.
6. The Department will follow the procedures established by the city purchasing agent (Chief Financial Officer) in the acquisition of all equipment and supplies.

C. Damage, Loss and Theft of Equipment

1. Employees are required to take proper care of all equipment and supplies entrusted to their use or custody. Abuse, misuse, or negligence will result in appropriate disciplinary action.
2. Uncommon wear-and-tear or problems with serviceability of equipment shall be reported to the employee's immediate supervisor in writing and forwarded to the Chief of Police whenever discovered by an employee.
3. Loss, theft, or damage to issued equipment and property (useful life of more than three years, value of $100.00 or more) shall be reported in a written report to the employee's immediate supervisor and forwarded to the Chief of Police. Loss, theft or damage to issued equipment as a result of a criminal action will require an offense/incident report.

D. Maintaining for Operational Readiness

1. The Operations Commander shall ensure the operational readiness of all unassigned department owned property. Such assurance may be accomplished by several methods which include but are not limited to: (17.5.3):
   a. Conducting annual inspections of equipment;
   b. Conducting unannounced inspections;
   c. Requesting inspections be conducted by Watch Commanders.
2. The responsibility to ensure operational readiness of unassigned equipment or property shall be placed with the employee assigned to the equipment or the supervisor in charge of the function to whom the property or equipment is assigned (e.g. unassigned weapons, patrol bicycles, etc.).