



University of Wisconsin–Madison Police

Policy: 17.2

SUBJECT: INVENTORY CONTROL

EFFECTIVE DATE: 06/01/10

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POLICY:

The University of Wisconsin–Madison Police Department shall maintain an inventory of existing capital assets, procedures for adding and replacing assets and equipment, and maintaining equipment in a state of operational readiness.

DEFINITIONS:

“Operational readiness” refers to the care and cleaning, preventive maintenance, repair, workability, and responsiveness of agency property and equipment.

“Expendable property” refers to general operating supplies such as office supplies, ammunition, and batteries.

“Personal equipment” refers to Department-issued items including uniforms, jackets, batons, and handguns.

“Fixed-assets” refers to capital outlay purchases including vehicles, furniture, cameras, special weapons and computers.

PROCEDURE:

17.2.1 INVENTORY CONTROL

The following shall govern and describe inventory control procedures associated with Department-owned property:

- A. The Department shall adhere to established University inventory purchase and control guidelines. These guidelines are provided through Business Services Purchasing Policies and Procedures. Such measures are designed to prevent losses, unauthorized uses of property, inventory excesses, and shortages.
- B. The University of Wisconsin System is responsible for maintaining accountability for capital equipment.
- C. The Planning and Development Captain or designee shall conduct an annual inventory of rifles, radios, handguns, vehicles, cameras, squad equipment, preliminary breath test units, electronic control devices, bicycles, AEDs, radars, lasers, and the inventory of oleoresin capsicum. Any significant discrepancy shall be reported to the Chief of Police. Inventory records will be continuously adjusted to reflect items that have been purchased, destroyed, or otherwise disposed of.
- D. Issued personal equipment remains the property of the Department and must be returned upon termination of employment.
 1. It is the responsibility of the section lieutenant to whom the employee is assigned to ensure that all personal equipment is returned.
 2. Returned uniforms and equipment shall then be forwarded to Support Services.
- E. The Support Services Captain or designee shall maintain a log indicating the names of each individual with the date of item issuance and return.
- F. The Support Services Captain will appoint a quarter-master who will store all serviceable personal equipment that has been purchased or returned. An inventory of all stored equipment shall be maintained.
- G. The Department, at its discretion, will make reimbursement to clean, repair, or replace certain items of personal property that are damaged or destroyed within the performance of duties, provided that there was no negligence on the part of the employee.
 1. These items include clothing, wristwatches, gloves, footwear, sunglasses, flashlights, or any other item approved for use, but not furnished. Personally owned firearms are excluded.

2. Employees seeking reimbursement shall send a memorandum through their chain of command to the assistant chief. The assistant chief will then either grant or deny the request for reimbursement.

17.2.2 ISSUING AND RE-ISSUING PROPERTY – ACCOUNTABILITY

The following shall govern procedures associated with issuing and reissuing Department-owned property:

- A. Agency-owned property shall only be issued and reissued to authorized users.
- B. All supplies and equipment delivered to the Department shall be received and verified by Court Services personnel or the on-duty dispatcher.
 1. A notification of delivery via e-mail shall be completed for items that cannot be turned over directly to the person anticipating the delivery.
 2. All delivery paperwork will be forwarded to the Department Accountant.
- C. The Support Services Captain or designee is responsible for the administration of equipment procurement and distribution.
- D. The Access Control Security Supervisor and the Day Shift Field Services Security Supervisor shall maintain the Keywatcher system for key checkout. This includes Department vehicle keys.
 1. Vehicles shall be checked out at the beginning of the tour of duty and checked back in at the conclusion unless exigent circumstances exist.
 2. Computerized records of the Keywatcher system shall be maintained by the Access Control Security Supervisor for 3 years.

17.2.3 OPERATIONAL READINESS

The following procedures shall govern Department readiness of Department-owned stored equipment:

- A. Department personnel are responsible for all items that have been issued to them and for maintaining these items in a state of operational readiness.
- B. To ensure that agency-owned equipment is in proper working order, ongoing inspections shall be conducted. These inspections shall be conducted at random and in conjunction with regularly scheduled line and staff inspections.
- C. Employees shall report missing and/or defective equipment to their respective supervisor. Such equipment shall be repaired or replaced as soon as practical.
- D. Supervisors are required to report, in writing, to the Support Services Captain or designee via the chain of command whenever any Department property or equipment is lost, stolen, or destroyed or becomes inoperable. Uniform replacement is excluded from this requirement.