



UW-Madison Police Department

Policy: 17.2

SUBJECT: INVENTORY CONTROL

EFFECTIVE DATE: 06/01/10

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POLICY:

The UW-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:

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

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

“Major Items” refers to vehicles, firearms, conducted electrical weapons (CEW), and other items with a value over \$5,000.00.

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

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

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. Issued personal equipment remains the property of the Department and must be returned upon termination of employment:
 1. It is the responsibility of the division 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 shall appoint a quarter-master who shall store all serviceable personal equipment that has been purchased or returned. The Support Services Captain shall appoint a department property administrator who shall maintain an inventory of all major items of stored equipment.
- G. All supplies and equipment delivered to the Department shall be received and verified by Records personnel or the on-duty dispatcher.
 - a. A notification of delivery via e-mail shall be completed for items that cannot be turned over directly to the person anticipating the delivery.

- b. All delivery paperwork shall be forwarded to the Department Accountant.
- H. The Department, at its discretion, shall 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 of Administration & Support. The Assistant Chief of Administration & Support shall then either grant or deny the request for reimbursement.

17.2.2 ISSUING AND RE-ISSUING PROPERTY – ACCOUNTABILITY

- A. Agency-owned property shall only be issued and reissued to authorized users by the Support Services Captain or designee.
- B. The Support Services Captain or designee is responsible for the administration of equipment procurement and distribution.
- C. The Access Control Security Supervisor and the Day Shift Field Services Security Supervisor shall maintain the Keywatcher system for key checkout, which 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

- 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. An official police report shall be filed in the department's records management system by an employee to document the loss of any department owned weapon or badge. Uniform replacement is excluded from this requirement.