



UW-Madison Police Department

Policy: 17.2

SUBJECT: INVENTORY CONTROL

EFFECTIVE DATE: 06/01/10

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STANDARD: CALEA 17.5.1-17.5.2

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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:

“Capital Equipment” refers to an acquisition that meets the following criteria per UW-Madison Policy: 1) Item has a per-unit acquisition cost of \$5,000 or more before any applicable trade-in allowance or qualifies as a fabrication with a cost of \$5,000 or more. 2) The acquired item has a useful life expectancy of one year or more. 3) The item is moveable; that is, it is not permanently affixed to a building or another object in such a way as to lose its unique identity. 4) The item is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.). Items like artwork, animals and most software are not considered capital equipment assets.

“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.

“Department issued equipment” refers to 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. The Administrative Director of Support Services shall appoint a department property administrator who shall maintain an inventory of all capital assets.
- C. Department issued equipment remains the property of the Department and must be returned upon termination of employment:
 1. It is the responsibility of the division leader to whom the employee is assigned to ensure that all department issued equipment is returned.
 2. Returned uniforms and equipment shall then be forwarded to the Special Operations unit.

- D. The Special Operations Captain or designee shall maintain a log indicating the names of each individual with the date of item issuance and return.
- E. The Special Operations Captain shall appoint designated special operations personnel who shall store all serviceable department issued equipment that has been purchased or returned
- F. All supplies and equipment delivered to the Department shall be received and verified by Records 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 shall be forwarded to the Financial Manager or designee.
- E. 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 Special Operations Captain or designee.
- B. The Special Operations Captain or designee is responsible for the administration of equipment procurement and distribution.
- C. The Access Control Security Supervisor and the Infrastructure 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. Employees shall also submit a request via SharePoint requesting replacement equipment. Such equipment shall be repaired or replaced as soon as practical.
- D. Supervisors are required to report, in writing, to the Special Operations 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.