



## **NORTH MIAMI POLICE DEPARTMENT**



### *STANDARD OPERATING PROCEDURES*

#### **ASSET INVENTORY CONTROL**

**100.07**

EFFECTIVE DATE: 09-11-20

APPROVED:

*L. L. Lipton, Jr.*  
Chief of Police

SUPERSEDES: 07-09-19

CFA: 5.04

#### **I. PURPOSE**

To establish a uniform system of inventory control over capital assets and specified operating equipment assigned to the North Miami Police Department. By providing information regarding the location and serial numbers of the specified items, the Department can account for and efficiently utilize equipment (assets).

#### **II. POLICY**

To accurately account for capital assets, special operations equipment, and newly-purchased items. Capital assets are defined as non-expendable equipment with an acquisition value of \$1,000 or greater per item. Capital assets attached to buildings or building facilities, with the intention of permanency, will not be inventoried. In addition to capital assets, the Department will keep an inventory on certain operating equipment. These items are all city-owned computer equipment and their peripherals. An employee, designated by the Chief of Police, will be responsible for the inventory of police fleet vehicles and for staying in routine contact with the Capital Projects Manager/Fleet Supervisor.

#### **III. SCOPE**

This policy applies to all members of the Department.

## **IV. PROCEDURE**

The following procedures shall be utilized to track all capital assets and specified operating equipment within the Police Department. An effective asset Inventory procedure is necessary to protect the City against losses and misplacement of valuable items.

## **V. NEW PURCHASES**

- A. As needed, or upon request, the Police Administrator will forward copies of all closed Purchase Order forms for new purchases to the Administrative Major. The Administrative Major, or his/her designee, will provide a copy of the Purchase Order to the Unit supervisor where the equipment will be assigned. The Unit supervisor will then add the items to the Department's electronic asset inventory management system.
- B. Property/equipment records in the asset inventory management system should be maintained accurately and include the following data elements:
  1. Asset tag number (identifying number assigned to the asset);
  2. Description of equipment;
  3. Manufacturer's serial number, model number, Federal stock number, national stock number or other identification number;
  4. Source of equipment, including award/contract number;
  5. Identification of the title holder;
  6. Cost of the property;
  7. Percentage of Federal participation in the cost of the property;
  8. Use and condition of the property;
  9. Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost;
  10. Information noting whether the equipment was acquired using Federal funding;
  11. Location (building and room location of asset) and condition of the equipment and the date the information was reported;
  12. Unit acquisition cost;
  13. Final disposition record, including the date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal awarding agency for its share; and
  14. Warranty Information.

- C. Items will then be visually confirmed in the Unit they have been assigned by the Unit supervisor.
- D. All Capital assets purchased at a cost of \$1000 or more per item and all electronic operating equipment shall be tagged with an asset tag number, which will be logged into the asset inventory management system. Items not included in Capital assets are: computer equipment purchased by the City of North Miami Information Technology Unit (IT), Conducted Electrical Weapons (CEW), Communication radios and firearms.

## **VI. INVENTORY**

Physical inventories shall be made annually. The Administrative Major, or his/her designee, will provide each Unit supervisor reports of the inventory that has been assigned to their Unit. Each Unit supervisor will be responsible to ensure that all items are properly logged in the electronic asset management system, and the timely completion of the inventory report. "Properly logged" means all inventory items are accounted for, and the following information is updated in the asset management system: the item's condition, status, location, and assigned personnel. Upon completion of the physical inventory, the inventory reports and a memo referencing "annual inventory" will be submitted to the Administrative Major or his/her designee. The master records, held in the electronic asset inventory management system, will continually be updated to accurately reflect the Department's asset inventory. Records will be made available to the City's Finance Department per the City's Administrative Regulation 1-42.

## **VII. EQUIPMENT PURCHASED WITH FEDERAL FUNDING**

The Unit supervisor must report to the Administrative Major, or his/her designee, any loss, damage, or theft of any equipment within three (3) days of discovery.

- A. The title of ownership for equipment purchased on federally-funded sponsored agreements, typically rests with the City, unless otherwise specified in the sponsor agreement. During the award period, federally sponsored or purchased equipment may not be used on another project without prior sponsor approval. It must be used for the awarded project or program until it is no longer needed. At such time, equipment may be made available for other programs funded by the same sponsor. If there

are no other awards active from that sponsor, equipment may be used by programs sponsored by other federal agencies.

## **VIII. DISPOSITION**

- A. When a Unit wishes to dispose of items of equipment funded by the Federal government, disposition restrictions must be researched and resolved by the Administrative Major and Grant Writer. Sponsor approval may be required prior to sale.
- B. The Unit must submit a memo referencing “Asset Surplus” to request authorization for disposal of any City asset, and/or to report any surplus items, to the Administrative Major.
- C. For disposal of federally funded equipment, a memo referencing “Asset Surplus” must be forwarded to the Administrative Major and the Grant Writer before the Administrative Major authorizes disposal of the item.