

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 305
PROPERTY MANAGEMENT

Effective date: 01/31/20

Revision date: 1/14/20

Rescinds: GO 305.2 (6/15/95)

New materials underscored

Accreditation Standards:

DEPARTMENT OWNED PROPERTY
G.O. 305.2

I. PURPOSE

To establish guidelines for the receipt, control and issuance of all Department owned property and equipment.

II. POLICY

Property management is established to ensure that all Department owned or controlled property is inventoried, maintained and accounted for and used for the purpose intended and authorized.

III. DEFINITIONS

DEPARTMENT OWNED EQUIPMENT: Department owned equipment includes expendable and non-expendable items of equipment as outlined in the departmental general order on Uniform and Equipment.

EXPENDABLE PROPERTY: Expendable property includes general operating supplies such as office supplies, ammunition, batteries, etc.

FIXED ASSETS: Capital purchases including vehicles, furniture, cameras, special weapons, etc.

ISSUED EQUIPMENT: Personal use property which may or may not be re-issued to others.

IV. FUNCTIONS

A. The Administrative Services Section and the Plans, Training, Research and Development Section shall maintain property management records. Property management records include the following functions.

1. Property control
2. Property inventory
3. Property distribution

4. Property and equipment maintenance
 5. Replacement of department property and equipment
 6. Employee responsibility
 7. Disposal of obsolete, non-working and non-salvageable property
- B. Property management is the responsibility of the respective commander of the section who is assigned such property.

V. PROPERTY

- A. Property control is intended to maximize proper utilization and prevent losses, damages, and unauthorized use, and to avoid both inventory surplus and shortages.
- B. Fixed asset control records will be maintained by the Administrative Services Section, communicating the required documents to the Director of Finance for input into the County's fixed asset system. However, monitoring the use and operable condition of specialty equipment will be the responsibility of each commander.
1. The Chief of Police will be notified in writing by the affected commander whenever any fixed asset property is discovered to be lost, stolen, destroyed or becomes obsolete or is inoperable. A lost property or theft report should accompany or follow the written communication if the property was lost or stolen. Any and all reassignments must be previously approved by the Chief of Police or designee.
- C. Department owned property will be maintained in operating condition by the division commanders to whom such property is assigned and be kept available for use.
- D. The Radio Shop and Motorpool shall maintain a master inventory of radios and vehicles for the Department.

VI. PROPERTY INVENTORY

The Administrative Services Section shall maintain an inventory record for all fixed assets with a cost value of \$200 or more. Inventory records may be maintained for fixed assets with a cost value of less than \$200 if required for grant reporting purchases or if control is deemed necessary. The inventory records shall identify each item of agency property, its cost, fiscal year equipment was paid, and the section the equipment is located in and assigned to.

- A. Fixed Assets
1. The Administrative Services Section will record all newly acquired assets. Recording will include:

- a. Quantity
 - b. County of Maui decal number
 - c. Description/Model
 - d. Serial number
 - e. Fiscal year equipment was paid
 - f. Manufacturer or vendor
 - g. Purchase price
 - h. Source of funding if from grant or other than from the General Fund
2. The Administrative Services Section will control the distribution of County of Maui decal numbers. When new equipment is received, a County of Maui decal number may be issued to the assigned section for placement on the asset. Fixed assets such as vehicles, special weapons, certain equipment for the Special Response Team and headphones will not be issued County of Maui decal numbers. A To/From will be forwarded via channels to the Business Administrator to notify of receipt, indicating County of Maui decal number, if applicable, description and serial number.
 3. The section commanders are responsible to submit in writing to the Chief's Office requests to transfer equipment and obtain prior approvals before initiating changes.
 4. An annual inventory will be conducted between April and May of each year based on the quarterly inventory printout dated March 31. Each commander will be responsible for this function and to resolve any discrepancies. A To/From to the Chief of Police via channels is required to explain any discrepancy not resolved.
 5. Upon transfer, promotion, termination or any other relief of duty status, the section commander or acting commander will verify that all equipment is properly accounted for. His or her replacement or person temporarily assigned to that position will submit a To/From to the Chief's Office advising of transference of responsibility and confirmation of property inventoried.
 6. All vehicle receipts, inventory, and maintenance will be managed by the Motorpool Coordinator.
- B. Department Owned Equipment

1. Element commanders are responsible for initiating equipment procurement and distribution, within the scope of their respective unit.
2. Element Commanders are responsible for maintaining Department owned equipment in a state of operational readiness and ensuring it is stored in such a manner which prevents decay, deterioration or damage.
3. Element commanders are responsible for maintaining all necessary records of equipment issued to all employees, under their command.
4. Element commanders are responsible to ensure that proper instructions on equipment use are provided and that the equipment is used for the purpose intended.
5. The Plans, Training, Research and Development Section will maintain an inventory of Department issued equipment. This reporting will ensure that an adequate inventory of necessary equipment is maintained at all times, and necessary replacement equipment is purchased.

VII. EQUIPMENT DISTRIBUTION

- A. Generally, all fixed assets are procured through and distributed by the Administrative Services Section.
- B. The Plans, Training, Research and Development Section will be responsible for the distribution of all Department issued equipment. This includes furnishing equipment to new employees as well as replacing damaged or worn out equipment.
- C. Expendable Property
 1. The Plans, Training, Research and Development Commander is responsible for the control and distribution/issuance of expendable armory and range supplies such as ammunition, cleaning supplies and targets.
 2. The Administrative Services Section is responsible for the control, distribution and inventory of expendable supplies and other operating equipment.
 - a. Request for office supplies shall be made by completing the In-House Requisition Form.

VIII. EQUIPMENT MAINTENANCE

- A. Bureau commanders are responsible for ensuring that all assigned fixed assets are operational and in good condition through regular maintenance.
- B. The maintenance of personal equipment is the responsibility of those people to whom the

equipment is issued. Supervisors are responsible for ensuring personnel assigned to them maintain their equipment in a state of operational readiness. This is generally accomplished through line inspections.

IX. REPLACEMENT OF DEPARTMENT ISSUED EQUIPMENT

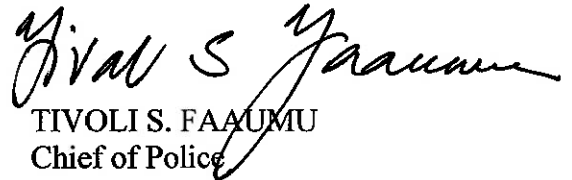
- A. Employees seeking replacement of Department issued equipment shall:
1. Submit a To/From report to the Chief of Police via channels explaining the details and circumstances for replacement.
 2. The employee's immediate supervisor shall conduct an investigation regarding the request, document the investigative findings, and forward all communications to the Chief of Police through the Assistant Chief of Support Services and the Commander of the Plans, Training, Research and Development Section.
 - a. The supervisor shall submit an Incident Report when the situation calls for such documentation (e.g., Lost Property, Theft, Criminal Property Damage, etc.).
 - b. In cases of gross negligence on the part of the employees, an internal investigation may be initiated.
 3. The Assistant Chief of Support Services and the Commander of the Plans, Training, Research and Development Section shall review the request and all available information before determining/recommending a decision for replacement
 4. If determined necessary, the Plans, Training, Research and Development Section will process the requisition to obtain replacement.

X. EMPLOYEE RESPONSIBILITY

- A. Employees shall be held accountable and responsible for all property and equipment issued to them by the Department including those left unattended or unsecured in areas accessible to others.
1. Unattended or unsecured areas include, but are not limited to those areas within any Department building or facility, to which vendors provide services for the convenience of the employee (e.g., uniform delivery and pick up) and other areas accessible by the general public.
- B. It is the responsibility of the employee to obtain and use a locker for the security and storage of their equipment.
1. Employees are strictly prohibited from leaving any firearm unattended or

unsecured within Department facilities.

2. The Department will provide such locker privileges to civilian employees if available and/or deemed necessary.
- C. In cases of gross negligence, employees shall reimburse the Department for replacement and/or repair costs of lost, stolen, damaged or destroyed Department property or issued equipment at their own expense.


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