

Georgia Department of Public Safety Policy Manual

SUBJECT INVENTORY	POLICY NUMBER 7.10
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 4/17/2015

7.10.1 Purpose

To establish a policy on maintaining inventory control of state owned equipment.

7.10.2 Policy

Responsible parties must maintain an accurate inventory of state owned equipment.

7.10.3 Procedures

A. Departmental Inventory

1. Inventory Process and Physical Inventories

- a. The Property Management Section is required by state law to maintain an inventory on all equipment with a value of \$1000 or greater and a useful life of three years or more, and all weapons and radio equipment regardless of cost.
- b. The Property Management Section shall initiate a physical inventory every two years.
 - 1) Division Directors or designees, Troop Commanders and Post Commanders/Section Supervisors must conduct a detailed inventory of property in each assigned section with a value of \$1000 or greater.
 - 2) Each employee assigned state owned equipment must complete a detailed individual inventory.
 - 3) A copy of the updated inventory, certified by the respective authority, shall be forwarded to the Property Management Section for audit against the State computerized inventory system.
 - 4) Once established, the Division Directors or designees, Troop Commanders and Post Commanders/Section Supervisors shall maintain the inventory by adding weapons, radios, and equipment purchased with a value of \$1000 or greater.
- c. The Purchasing and Accounting Office shall:
 - 1) Ensure that all weapons, radios and inventorial equipment are marked as an asset on the purchase order in the computerized inventory system.

- 2) Ensure that equipment purchased with grant funds is noted on the purchase order, and
 - 3) Provide Property Management with a copy of equipment purchase orders and invoices.
- d. All equipment or items purchased with equitable shared funds must be properly identified and tracked in accordance with the Asset Forfeiture policy #12.05. Property Management will continue to track items meeting the threshold identified above. Supply will track items below that threshold that have traceable serial numbers. All equipment meeting requirements set forth in this policy (except consumables like ammo), must be drop-shipped or taken to Supply for proper decaling and entry into inventory systems before being issued to the local Post/Unit.
 - e. The Administrative Services Director shall provide Property Management with all documents associated with confiscated and donated items approved by the Board of Public Safety. All equipment meeting requirements set forth in this policy (except consumables like ammo), must be drop-shipped or taken to Supply for proper decaling and entry into inventory systems before being issued to the local Post/Unit.
 - f. Equipment moved from one location to another or transferred from one person to another must be recorded on an Equipment Status Change Form (DPS-410) or the Vehicle and Communication Equipment Change Form (C-Form) (DPS-1218) and sent to the Property Management Office. Post Commanders/Section Supervisors are responsible for making arrangement to move property.
 - g. Equipment lost or stolen shall be recorded on a Credit Voucher for Lost or Stolen Departmental Property (DPS 494), then approved through the chain of command and sent to the Property Management Office.
 - h. Equipment rendered totally unserviceable
 - 1) The Post Commander/Section Supervisor shall:
 - a) Contact the Property Management Section for approval;
 - b) List equipment on the "Destruction of Surplus Property Affidavit", and
 - c) Forward to the Property Management Office.
 - 2) When property is destroyed, the Post Commander/Section Supervisor shall:
 - a) Remove state decals, and
 - b) Salvage all usable components from electronic equipment.
 - 3) The Property Management Office shall type a DOAS State Surplus Property Transfer Form (DOAS 2663) and forward to State Surplus Property.

2. Inventory for Insurance Purposes

- a. An inventory of all property shall be maintained at the Section/Post level for insurance and tracking purposes.
- b. All items with a purchase cost in excess of \$50.00 shall be listed. This is in addition to the inventory maintained by the Property Management Unit.
- c. Once established the Post Commander/Section Supervisor shall maintain the inventory by adding new equipment that costs more than \$50.00, but less than \$1000.

B. Post Inventory

1. Change of Command of Post Commander

- a. When a Post Commander is reassigned, the Troop Commander or Assistant Troop Commander shall conduct a thorough and accurate inventory of all state property.
 - 1) The inventory shall include all equipment with a value of \$1000 or more, and all weapons and radio equipment regardless of cost.
 - 2) The Troop Officer shall contact the Property Management Section for a current inventory record for the inspected Post for comparison.
- b. The completed inventory shall be signed by the outgoing and incoming Post Commander, and certified by the Troop Commander.
- c. A typed copy of the inventory shall be transmitted to the Property Management Section.

2. Post Vehicle Parts and Supplies Inventory Record

- a. Each Post Commander shall utilize a Post Vehicle Parts and Supply Inventory Records (DPS-485) to maintain accurate and current records of all vehicle parts and supplies purchased or obtained by the Post.
- b. Accountability for all controllable items shall be with the Post Commander. It is their responsibility to insure proper utilization and security of each item.
- c. Troop Commanders shall maintain a continual inspection on these items. Any discrepancies shall be fully explained by the Post Commander.
- d. Maintenance of Records
 - 1) An accurate and complete record of all vehicle supply items issued shall be maintained by the Post Commander using the DPS 485 form to include date of issue, quantity issued, and the badge number and initials of the person receiving the supplies. The first entry to the record shall show the amount and type of items already at the Post, based on the inventory report.
 - 2) The Record shall be updated when vehicle supply items are received through the purchasing process.