

	FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES	
	ADMINISTRATION	
123.00	APPROVED: <i>David W. Nye, Chief of Police</i>	Initiated: 10/01/2007
		Revised: 03/06/2009

AGENCY PROPERTY

123.00 – Department Property – The Chief of Police is responsible for the overall management and accountability of all property owned by the Police Department. To support this responsibility, the Department utilizes and maintains a program for the management of all Department-owned property, which operates according to the following guidelines:

- Property valued over \$500 shall be recorded and audited.
- The inventory and inspection of property valued over \$500 shall be conducted annually, on a schedule established by the Support Services Division Commander.
- Expendable property, valued at less than \$500, is tracked when acquired, or replaced. The Support Services Division Administrative Specialist retains records indicating all relevant information pertaining to the expendable property. [17.5.1]

123.01 – (Re) Issuance of Agency Property – The (re) issuance, transfer or (re) distribution of agency-owned property shall be a function of the property management system and supervised by the Support Services Division Commander. Any distribution of agency-owned property will be documented as listed above. Agency property will only be (re) issued to authorized users. [17.5.2]

123.02 – Property Maintenance and Operational Readiness – Units or authorized individuals will be responsible for the operational readiness of any agency-owned property issued to them. The Support Services Division will be responsible for the repair or replacement of the property item. Moreover, all property stored under the control of the Department's property management system shall be maintained in a state of "operational readiness." The scope of this expression includes care and cleaning, preventative maintenance, and repairs for each item of property stored. The Support Services Division Administrative Specialist will ensure that items are inspected at regular intervals. [17.5.3]