

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**April 17, 2015**

**Policy Number 2.37**

**MANAGEMENT OF EQUIPMENT AND SUPPLIES**

**POLICY**

Standardized procedures shall be followed for issuing and reissuing agency-owned property to authorized users.

**PROCEDURE**

I. **DEFINITIONS**

Division-level commander: A major or anyone of lower rank who heads an element and is directly subordinate to an assistant chief or higher.

Equipment and supplies: Items with which departmental personnel are equipped or supplied, including (but not limited to) radios, handcuffs, batons, firearms, emergency signaling devices, and fire extinguishers. Items considered "special equipment" include speed (laser) detection equipment, cameras, closed-circuit television surveillance devices, shields, and so forth.

Fixed asset computer system (FACS): The software that controls and maintains the city's inventory. FACS and "inventory" may be used interchangeably.

Fixed assets: Departmental personal property that is of significant value, has a useful life greater than the current fiscal year, and is tangible so that the item can be used independently (e.g., vehicles, furniture, or cameras).

Operational readiness: The care and cleaning, preventive maintenance, repair, workability, and responsiveness of equipment and property.

Personal property: All physical articles other than real property. The term shall include (but is not limited to) equipment, materials, supplies, accessories, small tools, and implements.

Special detail: A group of personnel designated by the division-level commander to have a limited or specific function, such as a bicycle detail, crime reduction unit, morals detail, or canine unit.

II. INVENTORY AND CONTROL

A complete and accurate inventory of departmental equipment and property will help maintain the operational capability of the department, maximizing proper use and preventing losses, damages, and unauthorized usage that affects inventory surplus and shortage.

- A. The Finance Division shall be responsible for maintaining a current inventory of departmental equipment and property. The Property and Supply Section shall maintain, update, amend, and delete departmental property through the FACS in conformance with policies and procedures of the Department of Budget and Fiscal Services.
- B. The Telecommunications Systems Section and Vehicle Maintenance Section respectively, shall maintain the master inventories of departmental radios and vehicles.
- C. Inventory printouts shall be distributed annually to each division-level commander.
- D. Each division-level commander shall be responsible for the accuracy of the inventory of equipment (including computer equipment) and property for his or her element. He or she shall audit the printout against the present inventory for any changes or discrepancies. Examples of computer/computer-related equipment include central processing units, monitors, printers, digital cameras, and software.

- 1. Report any changes or discrepancies to the Finance Division and submit a Transfer/Disposal of Equipment e-form.

If the item is lost, missing, or stolen, a copy of the police report shall be submitted as an attachment to the e-form.

- 2. Submit a To/From report to the Finance Division for equipment that is obsolete or uneconomical to repair. Upon the Finance Division's approval, the element commander shall submit a Transfer/Disposal of Equipment e-form to have the item removed from his or her element's inventory list.

9-24-2018

E. While each division-level commander is responsible for the inventory of computer equipment for his or her element, the movement, exchange, and/or transfer of computer hardware and software is governed by Policy 8.08, USE OF COMPUTER HARDWARE AND SOFTWARE.

F. The Finance Division shall return a copy of the documents supporting any changes to the division-level commander, who shall maintain the copy with the division's inventory file.

G. Personnel Rotations

- 1. Whenever a division-level commander is newly assigned to an element, he or she shall, within 30 days after assuming command, prepare and submit to the Finance Division an inventory report of all property items.

- 2. Whenever a supervisor at a lower level in charge of a special detail is newly assigned to an element, that supervisor should prepare and submit to his or her division-level commander an inventory report of all property items for that special detail.

3. Any discrepancies in the inventory report shall be investigated and resolved by the division-level commander.

H. Disposal or Interdepartmental Transfer of FACS Equipment and Property

1. The disposal of any city or department-owned FACS equipment or property shall require a To/From report by the requesting division-level commander to the Finance Division. Upon the Finance Division's approval, the element commander shall submit a Transfer/Disposal of Equipment e-form to have the item removed from his or her element's inventory list.
2. The transfer of any city or department-owned FACS equipment or property shall require the submission of a Transfer/Disposal of Equipment e-form by the requesting division-level commander via channels to the Finance Division.
3. The Finance Division shall take appropriate action to dispose of the FACS equipment or property.

III. DISTRIBUTION OF EQUIPMENT AND PROPERTY

- A. The Property and Supply Section is responsible for the issuance and reissuance of departmental equipment, property, and supplies to authorized users.
  1. Issued items are assigned and documented to individual employees.
  2. A reissued item is commonly referred to as the replacement of a lost, stolen, or damaged issued item.
- B. Employees shall be responsible for and account for all personal property assets that are assigned to them. They are responsible for the proper use, maintenance, and security of all required equipment and supplies.

1. Individual Property Receipt, HPD-115 Form

This form is used to acknowledge receipt of and responsibility for an issued item or items that are issued to an employee. It is a record keeping system for an officer's individual property, providing the latest information on issued and reissued items by date issued and date scheduled for replacement.

2. Individual Automobile Record, HPD-115A Form

This form is used to acknowledge receipt of and responsibility for issued items for the subsidized vehicle of an authorized, motorized officer. It is a record keeping system for an officer's individual property, providing the latest information on issued and reissued items by date issued and date scheduled for replacement.

3. Outstanding Departmental Equipment, HPD-456 Form

Upon the employee's retirement, resignation, or death, this form is issued by the Property and Supply Section for the return of issued items.

- C. Uniform and equipment items used in police service shall be limited to those prescribed by the department. Employees desiring to use personal equipment shall have written approval of the Chief of Police.

The city may reimburse an employee for personal items damaged while performing official duties. Reimbursements shall be in accordance with respective collective bargaining agreements and Policy 2.16, REQUEST FOR REIMBURSEMENT OF DAMAGED, LOST, OR STOLEN ITEMS.

- D. The Departmental Requisition e-form shall be used to receive materials and supplies that are stocked in the Property and Supply Section.

E. Reissuance of Department-Issued Items

The reimbursement for the replacement and/or repair costs of lost, stolen, damaged, or destroyed departmental property shall be guided by the collective bargaining agreements. The items shall remain under departmental control.

1. Employees seeking reissuance of departmental property or equipment shall submit, via channels, a Request for Replacement of Issued Item(s) e-form. A copy of the applicable police incident report shall be submitted as an attachment to the e-form.
2. The Finance Division commander shall review the request and all available information before rendering a decision for replacement.
3. Upon approval of the request, the employee shall bring a copy of the approved e-form to the Property and Supply Section to receive the replacement item(s).
  - a. In situations when immediate replacement cannot follow the guidelines specified above, the employee may obtain a loaned item upon the authority of the Finance Division commander or designee.
  - b. The employee shall sign the appropriate property receipt and shall be held responsible for the return of the loaned property or equipment in good working condition.

IV. OPERATIONAL READINESS OF STORED ITEMS

Departmental equipment, property, and supplies that are stored shall be maintained in a state of operational readiness.

- A. This responsibility rests with the commander of the element to which the property is assigned. The division-level commander shall establish procedures necessary and consistent with the safekeeping, maintenance, withdrawal and return, and inventory and investigation of any loss, theft, or damage of authorized stored equipment and supplies.
- B. The operational readiness of stored equipment and supplies shall be inspected quarterly.
- C. Fiscal procedures shall be followed in maintaining the operational readiness of stored equipment and supplies.

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SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002