
	GAITHERSBURG POLICE DEPARTMENT		
	Inventory Control		
	GENERAL ORDER 107.2	Related CALEA Standards:	
Effective Date 04/28/2014	17.5.1, 17.5.2, 17.5.3, 46.1.6		
Authorized by: Mark P. Sroka CHIEF OF POLICE	SIGNATURE		DATE

I. PURPOSE

To ensure that the Department has an adequate supply of equipment, the Quartermaster function maintains records relating to items issued and those in stock.

II. POLICY

The Department’s Quartermaster function is responsible for inventory and control of agency property and equipment in storage and for the coordination of property and equipment to be acquired.

III. DEFINITIONS

A. Fixed Asset

Within the context of this directive, the term “fixed asset” refers to items that are tangible in nature and used in the operation of GPD activities, and have an original acquisition cost of \$5000 or more. Whether or not an item is transportable has no bearing on classification as a fixed asset.

B. Member

Within the context of this directive, the term “member” refers to both sworn and non-sworn personnel, unless otherwise indicated.

IV. PROCEDURE

A. The Quartermaster Function

1. The quartermaster function is responsible for ensuring that Department property and equipment in storage are maintained in a state of operational readiness.
2. Items normally maintained by the quartermaster function include uniforms, equipment, ammunition and weapons other than firearms. Firearms inventory is maintained by the Senior Firearms Instructor, with details provided to the quartermaster function.
3. Quartermasters monitor items in stock, paying particular attention

to equipment and items with expiration dates.

4. The quartermaster function will be notified upon delivery of items for which the function is responsible, and promptly take custody of the property.
5. The quartermaster function shall review packing slips in a timely manner to ensure that items delivered are correct, undamaged and accounted for in inventory.
6. Quartermaster storage areas shall be maintained in a clean, orderly and efficient manner.
7. Before items are issued by the quartermaster function, they are inspected for obvious defects, safety and proper functioning, compliance with Department and manufacturer specifications and to ensure they are being issued only to authorized users.
8. If an issued item is the subject of a recall either by the manufacturer or GPD:
 - a) The quartermaster function shall notify, through the most appropriate and expedient means, all affected members.
 - b) Affected members shall as soon as possible, or as directed by the quartermaster, relinquish items that are the subject of a recall, so the items can be repaired or replaced.
9. Items will be properly disposed of, pursuant to manufacturer's specifications and recommended procedures, when found to be unserviceable, expired or in a condition that would prohibit issuance.

B. Security Measures

1. Only command staff and members assigned to the quartermaster function are authorized to access secure quartermaster storage areas.
2. The storage facility shall be locked and secured, to prohibit unauthorized entry when unattended by a member of the quartermaster function.
3. Access to quartermaster storage areas is limited through key control.

- a) Keys are issued to authorized personnel;
 - b) Keys shall be properly accounted for at all times;
 - c) Keys labeled do not duplicate and cannot be duplicated through conventional means without proper authority from the Chief of Police or the Administrative Bureau Commander.
4. If the quartermaster function is not available to accept a delivery, the administrative staff will take temporary custody and safeguard the property until a member of the quartermaster function is available.
5. Firearms, weapons and ammunition shall be provided an extra measure of security and shall be stored in secure designated storage areas.
- a) Ammunition that is authorized or due to be disposed of or destroyed will never be mixed or co-mingled with new ammunition.
 - b) Ammunition will always be stored in a cool, dry place in the storage facility and not stacked in a manner that may present a safety hazard.
 - c) All containers of ammunition shall be clearly labeled and kept away from open flame and other sources of heat.
 - d) Canisters of pepper spray shall be maintained in the same manner as ammunition.
 - e) All weapons capable of firing a projectile shall be stored and maintained unloaded.
6. The Quartermaster shall determine the security needs, if any, of other items not herein listed or described that are either valuable or sensitive in nature.

C. Requisitioning of Supplies

- 1. Items maintained in storage by the Quartermaster function may be requisitioned through the completion and submission of form(s) designated by the Quartermaster.
- 2. When requisitioning an item from the Quartermaster function, the member shall indicate why the item is needed (i.e., to replace a lost

item; to replace a damaged item, etc.).

3. The loss, theft or damage of Department property, through the negligence of the member to whom it was issued, may result in disciplinary action.
4. If a member requisitions an item as a replacement for an item lost, stolen, or damaged through the member's negligence, the member shall complete and submit a GPD Form 95 to the Chief of Police, via chain of command, fully describing the circumstances under which the item was lost or damaged.

D. Recordkeeping

1. Records shall be kept that accurately reflect all of the items maintained by the quartermaster function in stock and to whom items were issued within the department's Electronic Inventory Control System, FileOnQ.
2. Whenever an item is issued, records shall be created or updated to reflect the current status of items and to control and account for inventory.
3. In accounting for and monitoring inventory in stock, quartermaster records shall indicate, at a minimum:
 - a) The number or amount of a particular item in stock;
 - b) Item description, including brand name and model and serial numbers, if applicable.
4. When an item is issued from inventory, records shall indicate, at a minimum:
 - a) The amount or number of that same item that is left in inventory;
 - b) Item description;
 - c) Serial number (if applicable); and
 - d) To whom the item was issued.
5. An electronic inventory record will be maintained and updated for each member to whom items are issued.

6. Any items that the member cannot properly account for will be reported by the Quartermaster to the Chief of Police, through the member's supervisor and bureau commander.
 - a) At the discretion of the Chief of Police, the member may be required to replace the item or reimburse the City.
 - b) The loss or theft of items such as of uniforms or pieces of equipment that contain a serial number or unique number shall be documented on an event report and appropriate NCIC entry, in conjunction with the completion of the GPD Form 95.
7. Whenever a member separates from the Department, the quartermaster function shall ensure that all property that was issued to the member is relinquished to the quartermaster function in a serviceable condition.
8. The quartermaster function shall thoroughly inspect the items relinquished to determine their level of serviceability. Items that can be re-issued to other authorized users shall be properly maintained by the quartermaster function until re-issuance or discontinuance of the item.
9. The quartermaster function shall, at least monthly conduct a documented inspection of the Special Needs Locker to ensure operational readiness of equipment designated for use in unusual occurrences.

E. Fixed Assets

1. Pursuant to the provisions of the City's Purchasing Policies and Procedures Manual, any purchase of a fixed asset must be recorded and documented on a fixed asset ledger card for each item.
2. Completed fixed asset ledger cards are submitted with the bill of sale to the City's Accounting Division of the Finance Department for entry into the automated fixed asset system.
3. The Accounting Division then sends numbered inventory tags to be affixed to each of the items in a conspicuous location, along with copies of the fixed asset ledger cards.
4. Fixed assets may only be disposed of by sale or other City approved methods.

5. If the Department wants to dispose of a fixed asset, a memorandum must be submitted to the Accounting Division describing the property, the location of the asset and whether it is suitable for resale.
6. In the event an asset is lost or stolen:
 - a) An event report is prepared by the officer who lost the asset or from whom the asset was stolen; and
 - b) A memorandum must be submitted by the officer to the Accounting Division, advising of the circumstances so the City's fixed asset system can be updated.
7. When a fixed asset is transferred to another City office, the Administrative Support Supervisor shall be notified of the transfer and submit a memorandum to the Finance and Administration Department so the fixed asset system can be updated.
8. The Administrative Support Supervisor will coordinate with the Finance and Administration Department when a fixed asset inventory is required.