
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Control of Department Property and Cash

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REFERENCE: CALEA [Ch.17](#)

CROSS REFERENCE:

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I. PURPOSE

- A. To familiarize all Department personnel of the policy pertaining to the control and inventory of Department-owned Property.
- B. To advise all personnel of the procedures which will be adhered to when ordering supplies.
- C. To govern the maintenance of all cash funds or accounts where agency personnel are authorized to receive, maintain, or disburse cash.

II. RESPONSIBILITY FOR DEPARTMENT OWNED PROPERTY

- A. Requisitioning property for the Department's use will be centralized through the Public Safety Business Office, with the approval of the Chief of Police.
- B. Once obtained, the distribution, issuance and reissuing of Department-owned property to authorized users, is controlled by persons designated by the Chief of Police to be in charge of the property control function:

1. Department-owned weapons, munitions, and other equipment assigned to the Department firing range, will be the responsibility of the Department's Range Master. Department owned weapons are addressed in detail in General Order 1.6, Firearms.

2. Department-owned vehicles are the responsibility of the Fleet Administrator.

3. Department-owned items such as reports, office supplies, paper products and clothing are the responsibility of the Logistics/Property Unit Supervisor.

4. Department-owned computers and the maintenance of their inventory are the responsibility of the Information Systems Coordinator.

5. Budget items not already covered will be the responsibility of the Public Safety Business Office.

6. Department owned take-home vehicles are explained in General Order 10.3, On Call Vehicles.

- C. Accountability for agency-owned property is ultimately the responsibility of the person who originally issued the property.

III. ANNUAL INVENTORY/EQUIPMENT READINESS INSPECTION

- A. All stored items of Department-owned property will be maintained in a state of operational readiness by the person(s) charged with its custody. An inventory and equipment readiness inspection of each Bureau's Department-owned property will be conducted annually.

1. Documentation from inspections of equipment by the Division/Unit Commander will be maintained in the office of the Bureau which oversees each division or unit responsible for equipment maintenance.

2. All items will be recorded, along with a description of all inventoried property which has been lost, damaged, destroyed or disposed of since the last inventory period.

3. Each Division/Unit will maintain an up to date inventory list subject to review by their Bureau Director.

4. Bureau Directors will submit the annual inventory and equipment inspection report to the Chief of Police on the first Monday of March. Once reviewed, a copy of the report will be forwarded to the accreditation file.

IV. LOST, STOLEN, OR DAMAGED DEPARTMENT PROPERTY

- A. All Departmental personnel will use reasonable care to avoid loss of Department-owned equipment, property or supplies. All Department-owned items will be maintained in a state of proper care and order.

1. The loss or damage of such items will be reported to the employee's supervisor as soon as it occurs or becomes known.

2. A written request for replacement of said items will be forwarded, with supporting documentation (Incident Report, Investigative Report, Accident Report, etc.) through the chain of command to the affected employee's Division/Unit Commander for review and a final disposition.

V. EXPECTATION OF PRIVACY

- A. Department employees shall have no expectation of privacy regarding agency-owned property such as lockers, desks, and vehicles.

VI. ORDERING STANDARD OFFICE SUPPLIES

- A. Standard office supplies will be acquired by way of one of the following methods:
 1. Through the Logistics/Property Unit. or;
 2. Through a vendor contracted by the Unified Government.
- B. All standard office supplies stocked by the Police Department will be handled through the Logistics/Property Unit.
- C. Bureaus, divisions or units wishing to acquire standard office supply items from the Logistics/Property Unit will adhere to the following guidelines:
 1. Requests for any in-house items must be approved by a Commander or their designee.
 2. A property request form will then be completed and submitted to the Logistics/Property Unit.
 - a. A copy of the request form will be forwarded to the Commander's Bureau Director.
 3. It will be the responsibility of the Bureau Director or their designee to periodically review request forms to determine which element of their Bureau is utilizing supplies and in what quantity.
- D. Bureaus, divisions or units wishing to purchase items through the Unified Government contracted vendor will adhere to the following guidelines:
 1. Commanders or their designee must have approval from their Bureau Director before ordering office supplies carried by a vendor.
 2. A user ID, password, and department code will be obtained from the Unified Government's Purchasing Office. Once this is done, an approved purchase may be made through the vendor's web site using a Unified Government VISA card.
 - a. A copy of the on-line order will be forwarded to the appropriate Bureau Director.
 3. It will be the responsibility of the Bureau Director or their designee to periodically review processed orders to determine which division/units are utilizing supplies and in what quantity.
 4. The vendor will usually ship ordered items directly to the requesting division or unit.
 5. A copy of the packing slip will be kept on file by the respective Commander or their designee, and the

original will be sent to the Public Safety Business Office.

6. A master catalog for any contracted vendor will be maintained in the Unified Government Purchasing Office and the Public Safety Business Office as a reference tool.

VII. ORDERING OTHER SUPPLIES AND EQUIPMENT

- A. When requesting other items not covered in section VI of this order (e.g. new items, office furniture, other office supplies, equipment, large items, etc.), the following guidelines will be followed:
 1. If the request qualifies as a minor purchase (under \$1999), as outlined in 3-104 of the Procurement Code of the Unified Government, the following procedure will be followed:
 - a. A memorandum containing a detailed explanation for the request along with an item description, (brand name, stock name, etc.), suggested distributor and cost.
 - b. The request will be submitted by the Commander or their designee to the Bureau Director or their designee for consideration.
 - c. If the request is approved, the Bureau Director will forward the request to the appropriate personnel for ordering.
 - d. All disapproved requests will be returned to the requesting Commander.
 2. If the request does not qualify as a minor purchase, the following procedure will be followed:
 - a. A memorandum containing a detailed explanation for the request along with an item description, (brand name, stock name, etc.), suggested distributor and cost if available.
 - b. The request will be submitted by the Commander or their designee to the Bureau Director or their designee for consideration.
 - c. The Bureau Director will forward his request with recommendations to the Chief of Police if the purchase amount exceeds budgetary authority.
 - d. If the request is approved by the Chief, it will be forwarded to the appropriate Bureau for ordering.
- B. Procedures for purchase of items or services which require the bidding process be used are outlined in the Procurement Code of the Unified Government.
- C. Procedures for emergency purchases or rentals are outlined in Article 3, Part A, 3-102(2) & (3) of the Procurement Code of the Unified Government.

VIII. CASH ACCOUNTABILITY

- A. The Chief of Police will determine which Department elements are authorized to receive, maintain, or disburse cash.

- B. Supervisory personnel or their designee assigned to units authorized to perform such functions shall do so in accordance with the following procedure:
 - 1. Maintain a balance sheet, ledger or other system that identifies initial balance, credits (cash income received), debts (cash disbursed), and the balance on hand.
 - 2. Maintain receipts or documentation for cash received.
 - 3. If applicable, maintain original records, documentation, or invoices for cash expenditures made by the unit for a period of five (5) years.
 - a. A copy of all original documentation for cash expenditures will be forwarded to the Public Safety Business Office for processing.
 - b. Cash disbursements in excess of five thousand dollars (\$5,000) will be authorized by the Chief of Police. (Primarily pertains to undercover officers engaged in conducting drug buys).
- C. Accountability for cash funds received, maintained, or disbursed ultimately is the responsibility of the designated Commander.
- D. The designated Commander will perform a monthly audit of cash funds meeting the guidelines stipulated in this order and will maintain records of such for inspection by a higher authority upon request. A copy of each unit's monthly cash funds audit will be forwarded to the Public Safety Business Office and accreditation file.
- E. An annual accounting audit of the Department's cash activities will be conducted by the Public Safety Business Office.

IX. ACCESS CONTROL

- A. To insure security and control, requests for the reproduction of keys and access devices or the purchase of locks will be recommended by the Division/Unit Commander, and forwarded through the chain of command to the appropriate Bureau Director for final approval.
- B. Individual key requests must be made in person, to facilitate proper issuance.
- C. Upon transfer, resignation or termination, keys or access devices must be returned to the Division/Unit Commander or Bureau Director for reissue, storage, or disposal.
- D. Personnel, whose keys or access devices are lost or stolen, will submit a detailed written report through the chain of command to the Division/Unit Commander or their designee.

X. DEPARTMENT BUSINESS FORMS AND DOCUMENTS

- A. Only those Department business forms or related documents authorized by the Chief of Police are acceptable for use in conducting Police Department business and maintenance of records systems.

- 1. Department forms and documents will not be amended, implemented, distributed, or withdrawn from use by department personnel without the express, written consent of the Chief of Police.
 - 2. Departmental forms and documents will be reviewed and evaluated on an ongoing basis. The Department Form Master will be entirely reviewed every three years.
 - a. This does not preclude the Professional Standards Unit from reviewing all active forms periodically for revision and subsequent publication.
 - 3. In order to prevent unnecessary printing expenses, all requests for the printing of new or existing forms through an outside contractor will first be referred to the Logistics/Property Unit supervisor.
 - 4. The Logistics/Property Unit supervisor will contact the Research and Development Unit to ensure the form is not under consideration for revision or elimination.
 - 5. Approved Department business forms and related documents that do not require volume printing may be printed in-house.
- B. Whenever an officer or an employee is recommending changes in existing forms, implementation of new forms, or elimination of obsolete forms, he/she will submit a Departmental memorandum stating the proposed changes, and reasons therefore, along with the relevant form to the employee's respective Bureau Director or their designee.
- 1. Upon review by the Bureau Director or their designee, the recommended changes and Departmental memorandum will be forwarded to the Professional Standards Unit of the Department.
 - 2. The Professional Standards Unit will then be responsible for reviewing the proposed changes, recommending any necessary changes, submitting it to the Policy and Review Committee, and then forwarding the final product to the Chief, or his designee, for approval.