

## **DIRECTIVE 17.5 AGENCY PROPERTY**

<b>Issue Date: 03/06/2025</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 04/24/2020)</b>	<b>CALEA Standards Referenced: 17.5.1 &amp; 17.5.2</b>
<b>Pages: 2</b>	
	<b>Review: October 2025</b>

**This directive consists of the following sections:**

**17.5.1 Inventory and Control of Agency Property**

**17.5.2 Operational Readiness**

### **POLICY & PROCEDURE**

Miami Township Police Department has a responsibility to ensure that department owned property and equipment is properly inventoried, issued and or reissued and in a state of operational readiness. This directive is a means to govern agency owned property, by providing for the accounting, control and maintenance of such property.

#### **17.5.1 Inventory and Control of Agency Property**

The department shall inventory all items valued at two thousand and five hundred dollars (\$2,500.00) or more. A computerized master list of such agency property shall be maintained by the Support Services Supervisor.

The following information shall be maintained on each item (if applicable):

- Description of item;
- Serial or model number of item;
- Location or assignment of item;
- Date acquired;
- Manufacturer of such item.

The Support Services Supervisor or his/her designee shall be responsible to receive, inspect, and enter the item into the departments computerized inventory list.

The Support Services Supervisor shall have an inventory conducted of all agency property. Should discrepancies be uncovered, the Support Services Supervisor shall prepare a report to the Chief of Police and have the computerized inventory updated.

### Issuance/Reissuance of Agency Property

Property owned by the Miami Township Police Department which may be assigned to department personnel shall be accounted for by the Administrative Assistant. The officer receiving such property shall sign out such property and shall be held accountable for all such property signed for. Information pertaining to such issued equipment shall be maintained by the Administrative Assistant.

Officers receiving replacement personal uniform or equipment items may be required to return to the Administrative Assistant the uniform and equipment items for which replacement items are being issued.

The Administrative Assistant shall ensure that all property issued to an employee is returned upon the discontinuation of employment with the department.

Equipment which may be loaned to other township departments or other government agencies shall require the approval of the Chief of Police and must be signed out/signed in.

### 17.5.2 Operational Readiness

All property that is stored and not issued will be maintained in a constant state of operational readiness. The Support Services Supervisor will be responsible for maintaining the operational readiness of such property. The Support Services Supervisor will be responsible to inspect such property as needed but no less than quarterly, to assure each item's operational readiness.

Supervisors are responsible to ensure that property being used within their areas of responsibility is in a constant state of readiness. This shall be completed via observation and/or scheduled inspections of personnel, equipment, facility, etc.

Department personnel are responsible to ensure that all property issued to them for which they are personally responsible for is in a constant state of readiness; this includes individually issued items as well as vehicles.

Problems regarding the condition or maintenance of agency owned property will be directed to the Supervisor of the employee discovering the problem. The Supervisor shall take suitable action to correct the inappropriate condition or maintenance of such property. This includes agency owned property which has become inoperable/unusable. Any officer finding property that has become inoperable/unusable as the result of abuse, negligence or improper care shall forward a memo to their immediate supervisor who shall forward the memo through the chain of command to the Chief of Police.

A constant state of readiness includes the proper storage (if applicable), care, cleaning, preventive maintenance, maintenance, repair, workability and responsiveness of an item.