



Tulsa Police Department

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Policy # 203

Effective Date 08/23/2018

Policy Name Inventory Management System

Approved Date 08/23/2018

Approved by *Wendell Franklin, Chief of Police*

Previous Date 05/17/2016

PURPOSE OF CHANGE:

To update policy format and change equipment officer to Equipment Specialist.

POLICY:

The Tulsa Police Department strives to provide Tulsa Police Officers with state-of-the-art equipment and technology to effectively serve the citizens of Tulsa. To facilitate good stewardship of equipment, the Tulsa Police Department is implementing an inventory management program. All Tulsa Police Department personnel are responsible for the proper care and maintenance of all issued Tulsa Police equipment or equipment under their control per their assignment. All agency property is to be stored in a state of operational readiness. The Tulsa Police Department will select technology to support the TPD Inventory Management system. The current technology is a computer application and database known as *QuarterMaster*.

SUMMARY: Procedures to be followed in maintaining and reporting an accurate and current equipment inventory.

APPLIES TO: All police personnel

DEFINITIONS:

EQUIPMENT – any non-consumable item having a useful life of two or more years, that which is otherwise required by law to be tracked and reported, or equipment that costs more than \$5,000.

TPD EQUIPMENT – Equipment to be entered into the IMS on a department-wide basis at the discretion of the Chief of Police.

DIVISIONAL EQUIPMENT – Equipment other than TPD Equipment which may be entered into the IMS at the direction of a Division Commander.

INVENTORY MANAGEMENT COMMITTEE – The Inventory Management Committee will be responsible for developing the TPD Inventory Management System and recommending a supporting Inventory Policy and the TPD Inventory Management Manual. The committee will make recommendations to the TPD Staff regarding improvements and policy changes as needed.

INVENTORY MANAGEMENT SYSTEM (IMS) – Process for the accounting of TPD equipment inclusive of policies, procedures, technology and personnel.

QUARTERMASTER ADMINISTRATOR – HQ Division personnel assigned administrative rights to the *QuarterMaster* software. This position is responsible for entering and updating authorized users in the software. The administrator is responsible for building fields and tables within the system.

SPECIAL TEAM EQUIPMENT OFFICER – SOT, IMT, Bomb Squad, Dive Team

PROCEDURES:

A. INVENTORY MANAGEMENT SYSTEM (IMS)

1. The following TPD Equipment will be entered into the IMS:
 - a. Firearms and less-lethal weapons
 - b. Ammunition
 - c. Police vehicles
 - d. Support equipment attached to a police vehicle: radio, rugged computer, and video camera will be listed with the police car.
 - e. Ballistic vests
 - f. Hand held police radios
 - g. Desktop Computers
 - h. Non-rugged laptop computers not assigned to a police vehicle
 - i. MiFi's
 - j. Unique software not part of the standard TPD image which supports operations that has been installed on a desktop, laptop, or mobile computer
 - k. All equipment purchased with a grant
 - l. Department issued mobile phones
 - m. All capital equipment
2. Special Team equipment officers will be responsible for equipment that is unique to their Special Team that is not otherwise designated as TPD or Divisional equipment. The Division commander at SOD will work with Team Leaders and Special Team equipment officers to decide what equipment to track in the inventory management system.
3. The TPD range is responsible for entering all firearms, less lethal weapons, and ammunition into the IMS. TPD range personnel are responsible to visually verify all personnel are in possession of TPD issued firearms and less lethal weapons at the annual in-service training. Range personnel will make updates to the system as changes in assignment of weapons or as weapons are taken out of service.
4. Division commanders are responsible to ensure divisional equipment officers and divisional personnel are compliant with inventory management program procedures. Each division must facilitate proper updates and reporting to ensure the inventory database is accurate and current.
5. Division commanders, or designees, may direct divisional equipment (equipment not listed in # 1 above) to be entered into the IMS. Fields may only be added by the *QuarterMaster* Administrator.
6. Divisional equipment officers will be responsible for day to day equipment operations. They will be responsible to their Division Commanders for complying with the Inventory Management policies and manual.
7. Equipment which has been rendered missing, destroyed, or otherwise non-usable will be reported through the chain of command per TPD policy. A copy of the paperwork will be forwarded to the divisional equipment officer of the personnel reporting the equipment issue. The divisional equipment officer will update the status of the equipment in the IMS.
8. Equipment which is deemed non-usable, obsolete, damaged, destroyed or will not be deployed for any other reason must be properly classified by the TPD personnel who is in charge of the inventory of the equipment in the IMS. The equipment officers will dispose of equipment in accordance with established TPD and COT policy.
9. TPD equipment that is installed in vehicles such as police radios, rugged computers and Arbitrator cameras, will remain with the assigned vehicle. Officers will not transfer radios, computers or cameras between vehicles without the approval of their division commander, or designee. In the event the radio shop replaces this

equipment for repair purposes, the officer assigned the vehicle must notify their divisional equipment officer. The divisional equipment officer will update the database.

10. Not inclusive of annual shift change transfers, Tulsa Police vehicles may only be transferred between divisions with the approval of TPD Fleet Operations and EMD. The fleet manager shall be notified of any approved transfer of vehicles between TPD divisions outside of shift change transfers. The fleet manager will ensure the transfer is documented in the TPD IMS and notify EMD of the transfer. Requests to transfer vehicles between divisions (not related to shift change) should be submitted to the fleet manager.
11. The Lab Director will be responsible for the equipment inventory in the Lab with the exception of vehicles. EMD will maintain the inventory for lab vehicles.

B. INVENTORY MANAGEMENT COMMITTEE

1. The Inventory Management Committee will be chaired by the Headquarters Captain and will have the following members:
 - a. **Divisional Equipment Specialist.**
 - b. Fleet and departmental equipment manager.
 - c. SOD equipment officer will be responsible for working with special team's officers (This SOD equipment officer will also be responsible for coordinating with the special team's equipment officers).
 - d. Range equipment representative.
 - e. Training academy equipment representative.
 - f. *QuarterMaster* Administrator
2. The committee will make recommendations to the Chief of Police regarding what items should be tracked and changes that may be needed to the policy and/or manual.

C. BI-ANNUAL INSPECTIONS & ANNUAL AUDIT

1. Inspections of Tulsa Police personnel will be conducted bi-annually. Inspections shall consist of a visual verification by a supervisor of all TPD and divisional equipment assigned to an officer which is logged in the IMS. Supervisors will be responsible for ensuring that all tracked equipment assigned to their officers, squads, and teams is in the possession of the officer it is assigned to and that the equipment is in proper working order. The results of these inspections will be given to the equipment officer and any discrepancies will be reported to the Division Commander on the proper form.
2. The Chair of the Inventory Management Committee will oversee an annual, random audit of a sample of TPD and divisional equipment to ensure accuracy, divisional and departmental compliance. This will be conducted according to the committee's specifications. This report will be presented to the Chief of Police and staff annually in May.

REGULATIONS:

1. Individual officers will be responsible for maintaining control of all equipment they are assigned. Officers will notify their supervisor and equipment officer in the event that equipment is lost, stolen, destroyed, or otherwise becomes unusable on the proper form that can be found in the doc library.
2. If officers trade out any equipment through any means except their equipment officer, such as getting a new radio/computer at the radio shop, the officer will be responsible for notifying their supervisor and equipment officer.
3. The project manager of any grant that purchases equipment will be responsible for ensuring that the equipment is entered into the IMS by the divisional equipment officer.

4. Only the *QuarterMaster* Administrator is authorized to make changes to the fields/tables in the software. All recommendations for changes should be submitted to the Inventory Management Committee for consideration.
5. Only TPD range personnel may make changes in the firearms, less lethal weapons and ammunition in IMS.

REFERENCES:

203B, *Departmental Equipment Inventory*
204, *Surrender of Departmental Equipment*