

General Order

Houston Police Department



ISSUE DATE:

January 27, 2021

NO.

400-14

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 400-14, dated February 19, 2019

SUBJECT: CONTROL OF POLICE DEPARTMENT PROPERTY

POLICY

Commands, offices, divisions, units, and squads shall at all times maintain a current and accurate database of all City property assigned to them. This General Order applies to City property valued at \$250 or more (except department-owned firearms, which shall be inventoried regardless of value, and furniture, which has a threshold of \$2,500 and above).

This General Order applies to all employees.

DEFINITION

Property. For purposes of this General Order, property is any item belonging to the City that is not consumable or disposable by design.

1 OPERATIONAL READINESS OF STORED PROPERTY

Commanders are responsible for ensuring all department equipment and property stored under their immediate authority is kept in a state of operational readiness. In addition, commanders are responsible for the correct storage, physical inventory, inspection, maintenance, and disposition of the equipment and property under their authority.

2 INVENTORY DATABASE

Employees are responsible for assigned City property until it is officially removed from their care and the removal is properly documented and logged into the department's designated inventory database, the Enterprise Asset Management system (EAM). EAM is accessible through the department's Intranet Portal.

All possible fields in EAM shall be filled out. Every item shall be logged into the database and all of the following applicable information shall be included for each item:

- a. Date the item was received into inventory ("Service Date" field).
- b. A thorough description including any colors (the "Notes" field allows for additional descriptions).
- c. HPD inventory control number (HPD tag number).
- d. City of Houston capital asset tag number. This is the "P" or "G" tag number. A "G" tag is for non-grant fund purchased assets and a "P" tag is for grant fund purchased assets.

- e. Manufacturer, model number, and serial number.
- f. Exact location (the facility and street address in the "Room" field).
- g. Division, unit or squad, and employee (if applicable), to which item is assigned.
- h. Original or estimated cost of the item.
- i. Acquisition Type (i.e., PO#, P-Card, or Donation).

3 INVENTORY OF DEPARTMENT PROPERTY

All commands, offices, divisions, units, and squads shall maintain a current and accurate inventory in EAM. EAM shall be updated with transactions such as acquisitions, transfers, and disposals with the appropriate documentation. The only exception is for department-owned firearms, which shall be inventoried and entered into EAM regardless of the value.

HPD Inventory Control and Capital Asset Tags

Each HPD asset valued at \$250 or more (except furniture, which has a threshold of \$2,500 and above) shall have an HPD inventory control tag. If the HPD asset is valued at \$5,000 or greater, it shall also have a secondary tag.

HPD inventory control tags can be obtained from the Office Services Section of the Office of Planning & Data Governance (OPDG). Capital asset tags are obtained from and affixed by Office of Budget and Finance (B&F) Fixed Asset Group personnel. The tags shall be affixed in such a way as to be readily visible, but not likely to be marred or defaced. If tagging is not feasible due to size of item, location, or operational use (e.g., undercover, surveillance, or firearms) the assigned tag number shall be recorded and kept in the division's inventory file or in another location at the discretion of the division's commander.

Vehicles are not tagged. Instead, shop and vehicle identification numbers (VIN) shall be used.

Divisional Inventories

Starting in December and finishing no later than April 30th, all divisions shall conduct an annual physical inventory of all property valued at \$250 or more (except furniture and firearms as noted above). Division commanders shall send their inventory results via correspondence along with the *Annual Inventory Form* to the division's assistant chief or director and send a copy to B&F. The *Annual Inventory Form* can be obtained from B&F Fixed Asset Group personnel. The working papers used during the inventory process shall be kept in the division's files for reference and review.

In addition, the B&F Fixed Asset Group shall provide each division a list of that division's capital assets valued at \$5,000 or more for the purpose of verification. These inventory findings are recorded in the City of Houston's Systems Applications and Products (SAP) financial system.

Risk Management Division may conduct separate asset audits at any time.

4 TRANSFER OR DISPOSAL OF CITY PROPERTY

The procedures in this section apply to all City of Houston owned property unless otherwise indicated. These procedures do not apply to computer equipment, computer peripherals, or fleet equipment. The Office of Technology Services shall relocate, dispose, and maintain an inventory of all microcomputer hardware, components, and software (see General Order 400-19, **Microcomputer Regulations**). HPD Fleet Unit shall coordinate fleet equipment inventory.

Transfer of Grant Funded Property

Transfer of grant funded property to another division may occur only with written approval from the B&F Grant Section. The documentation of a completed transaction shall be forwarded to the B&F Grant Section.

Transfer of Non-Grant Funded Property

The concerned assistant chief or deputy director has approval authority for the transfer of non-grant funded property. When a division has items for transfer to another division, the inventory coordinator with the property shall email the division commander the request. The division commander shall email the assistant chief or deputy director requesting approval to initiate the transfer process.

Disposal and Salvage

When a division has items for disposal, the inventory coordinator shall email their division commander the *Transfer or Disposal of Surplus Material* form. This form is available on the department's Intranet Portal. Division commanders shall email their assistant chief to request approval to dispose of the items. The division commander shall attach to the email the completed *Transfer or Disposal of Surplus Material* form, which must include the following information:

- a. Property description.
- b. Manufacturer, model number, and serial number.
- c. Inventory tag numbers.
- d. Condition of each item.

If the division's assistant chief approves the disposal, the assistant chief shall forward an email with the inventory list indicating approval to the Deputy Director of the OPDG.

The OPDG shall determine if personnel assistance from the originating division will be needed to remove the items. The OPDG shall then contact the originating division to schedule pickup of the items for disposal. An authorized employee of the originating division shall sign the disposal documents when the items are picked up.

The OPDG shall check the paperwork for completeness and ensure the property is listed in the appropriate inventory database. The OPDG shall send the B&F Fixed Asset Group correspondence verifying that the items listed were disposed and whether the items were sent to surplus, transferred, or scrapped. The OPDG shall file copies of all related documents.

Upon receipt of the disposal correspondence, B&F shall retire the assets from the appropriate inventory database (SAP or EAM).

5 CONVERSION OF PROPERTY TO HPD INVENTORY

When a division needs to convert an item from the Property Division to the requesting division's inventory, division commanders shall email the request to their assistant chief. If the request is approved, the assistant chief shall forward the email request for final approval to the division commander of the Property Division.

When the requested item becomes available, the Property Division shall email the requesting division commander. The Property Division shall coordinate the transfer of the property with the requesting division and shall keep hard copies of all approval emails. The receiving division shall record the item and inventory control numbers in EAM.

Once added to HPD inventory, an item shall not be moved from the assigned division or used for any other purpose than originally intended without approval of the assigned commander.

Donations

When an outside entity (e.g., business, foundation) wants to donate items, merchandise, equipment, or money to the department, the commander of the concerned division receiving the items shall be responsible for ensuring the donations benefit the operations of the department.

If the property being donated to HPD has a value of more than \$250, is considered "safety equipment" for the protection of employees, or is a technology or radio item, then it shall be evaluated by the concerned division below for consideration of acceptance.

- a. Office of Technology Services for all technology or radio related items.
- b. OPDG for items that may be considered "safety equipment" for the protection of employees.
- c. HPD Fleet Management for vehicle related items.
- d. HPD General Services for furniture related items.
- e. B&F for all items being donated where there is any type of budgetary impact for future maintenance or licensing concerns.

The concerned division shall initiate paperwork to the Chief of Police making an official request for consideration of formal acceptance. The correspondence shall include:

- f. A complete description of the property or money, estimated values, quantity, and intent of use.
- g. Verification of the feedback from the command or unit that completed the evaluation.
- h. A "Thank You" letter for the signature of the Chief of Police.

The Office of Legal Services shall be copied on the correspondence for completing acceptance paperwork for the City of Houston, if applicable.

If approved, the Office of Legal Services shall prepare the requisite acceptance paperwork. Once formally accepted, inventory and asset tags will be affixed and a control number entered into EAM.

The 100 Club Purchases

The constitution and bylaws of The 100 Club dictate that all requests for assistance or funding must come from the chief executive officer of the requesting law enforcement agency and be on departmental letterhead.

In order to facilitate an effective relationship with The 100 Club, all correspondence requesting any type of funding or assistance from The 100 Club of Houston shall be forwarded to the Chief of Police for evaluation and approval.

Only items designed for the welfare or safety of officers may be requested.

Any information or assistance needed for a proper request can be obtained from the department's liaison officer assigned to The 100 Club by the Chief of Police.

1033 Program

Property obtained through the department's 1033 Program shall follow the agreement set forth in the current State Plan of Operations contract.

Firearms

Divisions intending to convert firearms to HPD inventory shall research each firearm (e.g., TCIC/NCIC). A documented TCIC/NCIC search shall be conducted every three years on firearms with unknown histories.

Firearms with obliterated serial numbers shall not be converted to HPD inventory.


Art Acevedo
Chief of Police