



**DEPARTMENT EQUIPMENT AND PROPERTY CONTROL SYSTEM**



<b>ISSUE DATE:</b>	02 February 2024	<b>EFFECTIVE DATE:</b>	
<b>RESCINDS:</b>	21 May 2002 Version; 30 March 2011 Version of U05-02-01		
<b>INDEX CATEGORY:</b>	05 - Accountability		
<b>CALEA:</b>			

**I. PURPOSE**

This directive:

- A. outlines the responsibilities and procedures for:
  - 1. the Department inventory control process;
  - 2. obtaining Department equipment.
  - 3. technical assistance for Department equipment; and
  - 4. surplus equipment.
- B. describes:
  - 1. the procedures for changes in inventory of Department equipment;
  - 2. the Department semiannual inventory; and
  - 3. the equipment and technology audit response plan.
- C. continues the use of the Transfer Record/Inventoried Property form ([CPD-64.119](#))

**II. DEPARTMENT INVENTORY CONTROL SYSTEM**

- A. The Office of Public Safety Administration, General Support Division, Equipment and Supply Section, is responsible for the following:
  - 1. Determining acquisition needs of the Department.
  - 2. Maintaining the Department inventory.
  - 3. Storing and issuing supplies used by the Department.
  - 4. Maintaining cost records.
  - 5. Monitoring the quality of purchases and requisitions.
- B. The Office of Public Safety Administration, General Support Division, Inventory Control Section, will:
  - 1. distribute an Inventory Control Record to each district and unit, providing a list of inventoried items assigned to the district or unit, indicating the:
    - a. CPD inventory number,
    - b. code location,
    - c. description of the item,
    - d. serial number, where available,
    - e. date acquired by the Department,

f. commodity code if applicable, and

g. cost value.

**NOTE:** The Inventory Control Record is a computer-generated document that is prepared in the Service Now Application System.

2. affix an identification tag, tape, or handwritten or mechanically etched number to all items inventoried. The following Department property will be inventoried and tagged:

a. Non-expendable property valued at \$100 or more, having a life expectancy of one year or longer, or possessing some degree of portability or separateability.

**NOTE:** Items valued at less than \$100 may be tagged at the request of the unit commanding officer.

b. Confiscated property turned over to the Department for its use, unless it is listed as expendable by the Deputy Director, General Support Division, Office of Public Safety Administration, on the original Request for Unclaimed Property.

C. Unit commanding officers will:

1. be responsible for the proper maintenance, use, care, and security of all Department property charged to them or located within their facility of responsibility, including the Strategic Decision Support Center (SDSC), youth office, and fitness centers, and the appropriate room for lactation accommodations.

2. ensure that any property delivered to their unit has the appropriate identification tag containing a CPD inventory number and that a Transfer Record/Inventoried Property form ([CPD-64.119](#)) is completed and a copy is left with the unit for any property delivered or removed.

3. prepare a To-From-Subject Report for all lost, stolen, damaged, or unaccounted inventoried property, stating pertinent facts relating to the investigation including documentation and action taken with reference to the circumstances surrounding the loss, theft, or damage of the property, and:

a. submit the To-From-Subject Report through their chain of command to the First Deputy Superintendent.

b. notify the Equipment and Supply Section, General Support Division, Office of Public Safety Administration, providing a copy of the submitted To-From-Subject Report.

D. **Technical Assistance for Department Equipment.** The Director, Field Technology and Innovation Section, Office of Public Safety Administration, will:

1. provide technical advice concerning the procurement, assignment, use, maintenance, repair, and replacement of all data-processing and computer equipment.

2. estimate the cost of installing, remodeling, or modifying special equipment for inclusion in budget proposals.

3. provide technical advice concerning installing, remodeling, or modifying electrical service required to operate items of special equipment.

E. **Surplus Equipment.** Districts or units that have surplus equipment will, prior to 01 July annually or more often if appropriate, submit a To-From-Subject report to the Deputy Director, General Support Division, Office of Public Safety Administration, listing all surplus equipment for redistribution, repair, re-stocking, or disposal as appropriate.

- F. **Removal or Defacing of Inventory Tags.** Under no circumstances will the numbered inventory tag affixed to Department property be removed or defaced. When it is discovered that an inventory tag has been removed or defaced, the district commander or unit commanding officer will notify the Equipment and Supply Section, General Support Division, Office of Public Safety Administration and request that a replacement tag be provided.

### III. CHANGES IN INVENTORY OF DEPARTMENT EQUIPMENT

#### A. Change of Command

1. When there is a change of command in a district or other unit, the incoming and outgoing commanding officers will:
  - a. when possible, arrange to conduct a complete physical inventory on the day before the effective change date.
  - b. sign the unit Fund Register to indicate acknowledgment of the fund balance.
2. The incoming unit commanding officer will:
  - a. review the current Inventory Control Record in the Service Now Application System.
  - b. make appropriate entries concerning any missing or unserviceable items on the Inventory Control Record.
  - c. ensure all approved documents are retained in the Service Now Application System.
3. The outgoing unit commanding officer will:
  - a. prepare a To-From-Subject Report explaining the reason for any discrepancies in the Inventory Control Record.
  - b. submit the To-From-Subject Report through their chain of command to the First Deputy Superintendent.

- B. **Receipt of New or Additional Department Property.** The unit commanding officer will immediately notify the Equipment and Supply Section, General Support Division, Office of Public Safety Administration upon receipt of any new or additional property that should be included on the Inventory Control Record as outlined in Item II-B-2 of this directive.

#### C. Removal, Transfer, or Exchange of Department Property

1. Inventoried property will not be moved or transported from one unit to another without prior notice to the Equipment and Supply Section, General Support Division, Office of Public Safety Administration.
2. Whenever property is removed, transferred, or exchanged, a Transfer Record/Inventoried Property form ([CPD-64.119](#)) will be prepared by the unit or agency removing, transferring, or exchanging the property and one copy will be forwarded to Inventory Control, General Support Division, Office of Public Safety Administration. Each unit will attach a copy of the Transfer Record/Inventoried Property form ([CPD-64.119](#)) to their latest Inventory Control Record.

### IV. OBTAINING DEPARTMENT EQUIPMENT

#### A. Unit Commanding Officers

1. A unit commanding officer who determines the need for an item of equipment will contact the Deputy Director, General Support Division, Office of Public Safety Administration, to ascertain whether or not the item is available for issuance by the Equipment and Supply Section, General Support Division, Office of Public Safety Administration.

2. If the item is available from the Equipment and Supply Section, General Support Division, Office of Public Safety Administration, the unit commanding officer will arrange to pick up the item or, if necessary, to have it delivered.
  3. If the item is not available from the Equipment and Supply Section, General Support Division, Office of Public Safety Administration and funds for the item are allocated in the appropriate approved budget, the unit commanding officer will:
    - a. prepare and submit a Request for Purchase Requisition (RFPR) for the item, through command channels, to the Deputy Director, Finance Division, Office of Public Safety Administration.
    - b. upon receipt of the item, notify Inventory Control, General Support Division, Office of Public Safety Administration.
- B. The Deputy Director, General Support Division, Office of Public Safety Administration.  
When contacted by a district commander or unit commanding officer for an item of equipment, the Deputy Director, General Support Division, will:
1. determine whether or not the item is available from stock.
  2. if the item is available, authorize the loan or issuance of the item by the Equipment and Supply Section in accordance with priorities established by the First Deputy Superintendent.
  3. if the item is not available from stock, advise that a RFPR be prepared and submitted, through their chain of command, to the Deputy Director, Finance Division, Office of Public Safety Administration.
- C. Deputy Director, Finance Division, Office of Public Safety Administration
1. Upon receipt of a RFPR for an item of equipment, the Deputy Director, Finance Division, Office of Public Safety Administration, will:
    - a. review the request to ensure adherence to current City of Chicago and Department budgetary policies.
    - b. review comments, if any, of district commanders or commanding officers in the requesting unit's chain of command.
  2. When verified that the request is authorized in the concerned bureau's approved budget and has been approved through the chain of command, the Deputy Director, Finance Division, Office of Public Safety Administration, will:
    - a. forward the RFPR to the City Purchasing Agent.
    - b. ensure that the RFPR is reproduced and forwarded to the district or unit originating the request if the item is nonexpendable in nature.
    - c. authorize payment for a nonexpendable item and ensure that a copy of the authorization is forwarded to the district or unit originating the request.
- D. Deputy Director, General Support Division, Office of Public Safety Administration  
Upon receiving notification from a unit commanding officer that an item of equipment has been received, the Deputy Director, General Support Division, Office of Public Safety Administration, will:
1. ensure that Inventory Control, General Support Division assigns and affixes an inventory number consistent with Item II-B-2 of this directive.
  2. ensure that an Inventory Control Card is prepared for such item and, if the item is an office machine, that a record of maintenance and repair costs is maintained.
  3. consult with the requesting unit commanding officer, whenever equipment repairs are unsatisfactory or when certain items of equipment appear to require excessive repairs.

4. when equipment repairs become unacceptable, notify affected districts or units to include a request for replacement equipment in their next budget proposal.

## V. EQUIPMENT AND TECHNOLOGY AUDIT

A. On an annual basis, the Office of Public Safety Administration will conduct a Department-wide equipment and technology audit to:

1. maintain an accurate and current inventory record of equipment and technology held by the Department.
2. determine what equipment is outdated, broken, or otherwise in need of repair or replacement.

B. During each audit, the Office of Public Safety Administration will:

1. solicit feedback from representatives of the collective bargaining units representing Department sworn and civilian members.
2. notify all commanders and unit commanding officers via their unit administrative email to complete the annual audit of all Department property charged to them.

**NOTE:** The notification email will contain the specific information and expectations of the audit, the due date, and any required documentation to be completed (e.g., Inventory Control Record listing of Department equipment).

C. Unit commanding officers will:

1. receive a current copy of the Inventory Control Record from Inventory Control Section, General Support Division, Office of Public Safety Administration prior to the equipment and technology audit.
2. upon notification from the Office of Public Safety Administration, arrange to conduct a complete a physical inventory of all Department property, including equipment and technology, charged to them.
3. ensure the completion and submission of the Inventory Control Record, consistent with the notification email provided by the Office of Public Safety Administration.
4. immediately contact Inventory Control Section, General Support Division, Office of Public Safety Administration concerning any discrepancies, exceptions, or if equipment is no longer required.

**NOTE:** Unit commanding officers will prepare a To-From-Subject Report for all any discrepancies or exceptions, including lost, stolen, damaged, or unaccounted inventoried property, as outlined in Item II-C-3 of this directive.

5. upon completion of the physical inventory:
  - a. complete the Electronic Signature of Completion, thereby acknowledging accountability for each item listed.
  - b. when applicable, attach a copy of the investigation and other related reports as required by Item II-C-3 of this directive to the Inventory Control Record.

D. Within 90 days of the completion of an audit, the Office of Public Safety Administration will develop a plan to prioritize and address the needs for repair or replacement of equipment and technology as identified through the audit, including a timeline for implementation.

1. The Office of Public Safety Administration will develop a schedule for future audits of various equipment and technology held by the Department, including the specific time period future audits will be conducted.

**NOTE:** *This specified time period may vary for different equipment types to account for differences in the expected useful life of different equipment.*

2. *Department unit commanding officers will:*
  - a. *implement the recommendations of the Office of Public Safety Administration to address the need for repair or replacement of equipment and technology as identified through the audit, within the specified timeline for implementation.*
  - b. *ensure the periodic physical inventories for their units are performed in accordance with the audit notifications and schedules set forth by the Office of Public Safety Administration.*

Authenticated by MWK

Larry Snelling  
Superintendent of Police

23-060 JCS

**ADDENDA:**

1. U05-02-01 - Semiannual Inventory