

# IDAHO STATE POLICE PROCEDURE

## 04.02 INVENTORY MANAGEMENT

### A. General

The Idaho State Police (ISP) Management Services Office (MSO) maintains an inventory of chattel property valued at \$2,000 or more, as well as all firearms, computers, and body armor regardless of value. Each ISP work unit must develop a process to account for property items not maintained on inventory by MSO. MSO responsibilities for inventory management are delegated to the Fixed Asset System Administrator ([FAS Administrator](#)). Disposal of any ISP property or equipment must have prior approval from the employee's Captain /Manager.

### B. Definitions

“FAS Administrator” means the person assigned agency-wide authority and responsibility to manage and oversee all aspects of the FAS program.

“FAS Coordinator” means the person assigned within a work unit to track inventory and forward information to the FAS Administrator or FAS Manager.

“FAS Manager” means the employee assigned responsibility to generate Property Transfer Forms (PTFs) for transfers, receives and correctly documents in FAS submitted PTFs for property transfers from other programs.

“Work Unit” means an office, bureau, laboratory or district office.

### C. Annual Inventory

1. The required annual physical inventory is completed by March 1 of each year.
2. The [Property Transfer](#) form is used to identify property transfers from one work unit or employee to another and to make all changes to the FAS.
3. The FAS Administrator provides each work unit with a computerized listing of current property inventory by January 1 of each year.
4. Each work unit completes a physical inventory noting changes or updates on the listing.
5. The completed inventory is returned to the FAS Administrator by February 1 of each year.
6. The FAS Administrator updates the computer inventory and returns a revised listing to each work unit by March 1 of each year.

### D. Assignment of State Property to State Employees

## IDAHO STATE POLICE PROCEDURE

1. The assigned work unit initiates the appropriate checklist (below) as each employee begins employment with ISP:
  - a. the employee's supervisor or designee records actions and property as the employee is processed; and
  - b. the checklist is kept by the employee's supervisor while the employee is assigned to the work unit:
    - (1) the [EHF 07 19-01 Patrol Equipment Inventory/Inspection](#) is used to issue and track patrol officer's equipment;
    - (2) the [EHF 04 02-04 Investigations Equipment Inventory/Inspection](#) is used to issue and track each investigations officer's equipment;
    - (3) each work unit tracks each employee's assigned equipment valued less than \$2,000.00 in addition to the FAS inventory.
2. Upon transferring to another work unit or program, the prior inventory lists are reconciled and forwarded to the receiving work unit.
  - a. if appropriate, a new checklist is generated by the receiving work unit supervisor;
  - b. officers transferring between programs may retain their issued weapons if the Majors agree to a trade of equal value;
  - c. the sending program completes the [Property Transfer Form](#) for FAS-related items and forwards it to the FAS Manager.
3. Upon leaving employment, the prior inventory lists are reconciled and submitted to the FAS Manager or FAS Administrator.

### E. Property Transfers and FAS Posting

1. A [Property Transfer Form](#) is generated by the program FAS Coordinator and routed to the FAS Manager when transferring any property.
2. A hard copy of the [Property Transfer Form](#) is printed and attached to the property prior to relocating.
3. Transferring equipment to personnel within the same program:
  - a. the program FAS coordinator initiates the [Property Transfer Form](#), clearly identifying the "from" and "to" within the program;
  - b. the program FAS coordinator routes the PTF to the FAS Manager;
  - c. the FAS Manager posts the transaction into the FAS.
4. Transferring property from a program to surplus or storage:
  - a. the sending work unit initiates the [Property Transfer Form](#) and routes it to the warehouse. The PTF will clearly indicate:
    - (1) transfer code of each item listed;
    - a) if surplus, the owning program Captain/Manager must sign, authorizing disposal;

## IDAHO STATE POLICE PROCEDURE

- b) if storage, provide estimated length of time for storage. Requests for storage exceeding 90 days must be accompanied by program Captain/Manager approval.
- (2) the condition of each item in the or remarks section;
  - a) the sender attaches a paper copy of the PTF to the property;
  - b) upon receipt of the property, warehouse staff forwards PTF to the FAS Manager;
  - c) the FAS Manager posts the transaction into the FAS.

5. Disposal of surplus property:

- a. The FAS Administrator posts all surplus property with value other than nominal to the Board of Examiners (BOE) State Surplus Property website.
- b. After completion of the surplus property posting and 14-day posting period, the appropriate manner of disposal will be determined from the Methods of Disposal:
  - (1) Surplus property with an original purchase price equal to or greater than \$2,000 must then be requested for removal through the BOE State Property Disposal Authorization Request:
    - a) once approved through BOE, the surplus property may be disposed of by the method listed on the State Property Disposal Authorization Request.
  - (2) Surplus property with an original purchase price less than \$2,000 may be disposed of in accordance with the determined method of disposal.

6. Transferring property other than vehicles for repair/replacement under warranty:

- a. the sending work unit initiates the Property Transfer Form, indicating where the equipment is sent for repair/replacement and makes note in the comments field that it is a “Temporary assignment,” and routes the form to the FAS Manager;
  - (1) repair: upon return of the equipment, the sending work unit initiates a new PTF and routes the form to the FAS Manager;
  - (2) replacement: upon receipt of the replacement equipment, the sending work unit updates the “remarks” section of the original PTF with information that the equipment was replaced, enters the new serial number and sends the updated form to the FAS Manager;
  - (3) the FAS Manager assigns a new number and notifies the FAS Administrator of the required change;
    - a) the FAS Administrator makes necessary changes to the FAS.

7. Transferring computer(s) from a program to surplus/storage:

- a. the sending work unit initiates the [Property Transfer Form](#) and routes the form to the warehouse, the FAS Manager and to Information Technology (IT);
- b. the sender attaches a paper copy of the PTF to the computer(s);
- c. upon receipt of the property, warehouse staff notifies IT of the existing computer returns;
- d. IT makes arrangements to either pick up or have returned computers delivered to their work area;

## IDAHO STATE POLICE PROCEDURE

- 
- 
- 
- 
- 
- 
- 
- e. IT removes or wipes the hard drives;
- f. IT updates the Property Transfer Form with current information of disposal or storage of computer, then routes the form to the FAS Manager;
- g. the FAS Manager posts the transaction into the FAS.
8. Transferring new property from the warehouse to a program or work unit:
  - a. FAS Coordinator or warehouse staff assigns a property number to the equipment; initiates an electronic Property Transfer Form and routes it to the receiving program.
  - b. warehouse staff prints the PTF, attaches it to the property and delivers/ships it to the receiving FAS coordinator;
  - c. upon delivery, the receiving FAS coordinator routes the PTF to the FAS Manager; and
  - d. the FAS Manager posts the transaction into the FAS.
9. Requesting existing property from the warehouse to a program or work unit:
  - a. send a request for the desired property to the warehouse;
  - b. The warehouse initiates Property Transfer Form, attaches a paper copy of the PTF to the item, and routes PTF to the originating requestor;
  - c. upon delivery of the property, the receiving FAS coordinator acknowledge receipt of property and routes the PTF to the FAS Manager;
  - d. the FAS Manager posts the transaction into the FAS.
10. Issuing fleet equipment:
  - a. the Fleet Manager or FAS Coordinator initiates the Property Transfer Form; a paper copy of the PTF is printed and attached to the equipment;
  - b. upon receipt of the equipment, the receiving FAS coordinator routes PTF to the FAS Manager; and
  - c. the FAS Manager posts the transaction into the FAS.
11. Issuing or transferring computer equipment from the warehouse:
  - a. The Warehouse assigns a property number to the equipment; and initiates the Property Transfer Form, the “From” section is completed “Warehouse” and the “Temporary Assignment to IT ” is added to the remarks field;
  - b. when the property is picked up, IT personnel routes the PTF to the receiving FAS Coordinator;
  - c. when the equipment is delivered to the receiving employee, the FAS coordinator acknowledges receipt in the comments field and routes the PTF to the FAS Manager;
  - d. the FAS Manager posts the transaction into the FAS.
12. Recording seized and donated property:
  - a. the receiving program FAS coordinator contacts the FAS Manager for seized property, or warehouse for donated property to obtain a property number;
  - b. the program FAS coordinator initiates the [Property Transfer Form](#), choosing “seized or donated” in the “from” name field “to” as the receiving program;
  - c. the receiving program FAS coordinator routes the PTF to the FAS Manager;

## IDAHO STATE POLICE PROCEDURE

- d. the FAS Manager notifies the FAS Administrator of the newly acquired property;
- e. the FAS Administrator posts the transaction into the FAS.

13. Disposal of seized and forfeited property:

- a. seized, found and forfeited monies are defined in, and disposed of pursuant to ISP procedure [06.09 Evidence and Property](#), section K. Monies;
- b. found, seized, court forfeited and court ordered destroyed firearms are defined in, and disposed of pursuant to ISP procedure [06.09 Evidence and Property](#), section L. Firearms;
- c. forfeited vehicles are defined in, and disposed of pursuant to ISP procedure [06.09 Evidence and Property](#), section M. Vehicles.

### F. Responsibility for Department-Issued Equipment

1. ISP employees issued state-owned equipment must ensure the equipment is properly secured and cared for at all times.
2. When state-owned vehicles are serviced, in for radio repairs or under similar circumstances, employees must appropriately secure equipment normally stored in vehicles.
3. When a vehicle or office is burglarized, an investigation is conducted by the appropriate local law enforcement agency or the appropriate ISP district Investigations office.
4. When issued equipment is lost, stolen, or damaged, the employee submits a complete report to his or her immediate supervisor. The report must detail:
  - a. the loss or damage;
  - b. the surrounding circumstances;
  - c. the reason, if known; and
  - d. if the lost, stolen or damaged equipment is a mobile device, the employee will report such to the System Administrator and cell phone manager immediately for security action as needed per [02.11 Use of Information Technology](#).
5. The Captain/Manager forwards the report to the Major/Manager to determine if the loss, theft or damage was due to the negligence of the employee and the employee is liable for the repair or replacement cost of the equipment.
6. Replacement costs for lost items, as determined by FSO, may be billed to the employee. Discrepancies may be mediated between employee and supervisor prior to the separation date.
7. If an investigation reveals negligence on the part of the employee, disciplinary action may result.

## **IDAHO STATE POLICE PROCEDURE**

### **G. Commissioned Officer Retirement**

1. When a commissioned officer retires and is eligible to receive his or her sidearm, badge and handcuffs in accordance with Idaho Code 67-2901(11) the officer's Major/Manager prepares the EHF 04 02-02 Retirement Letter requesting the retirement items.
2. The letter is signed by 3 ISP commissioned officers who verify that the officer meets the requirement.
3. The officer's Major/Manager delivers the letter to the Director's Office;
  - a. Director's Office staff initiates the [Property Transfer](#) form and routes it and a copy of the letter to the FAS Administrator;
  - b. Director's Office staff order and prepare the retirement items, at the request and direction of the employee's Major.
4. The FAS Administrator requests approval from the Board of Examiners to retire the items to the officer.
5. The property is removed from ISP inventory and presented to the retiring officer when Board of Examiner approval is received.

### **H. Non-Owned and Leased Property**

1. When property is owned by another entity and is used or leased by ISP, the item(s) are added to ISP's inventory and tracked as ISP property.
2. Upon receipt of the property, the work unit provides FAS Administrator with the name of the owner/leaseholder, a description of the item, serial number or other identifying numbers, and the fair market value.
3. The FAS Administrator assigns an ISP property number, enters the item in FAS at fair market value and ISP insures the property unless otherwise noted.
4. When the owner/leaseholder insures the property, ISP requires the work unit using or leasing the property to provide the FAS Administrator proof of insurance obtained from the owner/leaseholder.

### **I. ISP Equipment Loaned to Other Agencies**

When ISP loans equipment or items to other agencies, the [EHF 04-02-03 Receipt and Agreement for Equipment](#) form must be completed with each transfer.