

FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT AGENCY OWNED PROPERTY	POLICY NUMBER 7.02
		ISSUE DATE 02/01/96
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7.02.01 PURPOSE

To establish procedures for the inventory and control of Division property and equipment.

7.02.02 POLICY

It is the policy of the Florida Highway Patrol to maintain inventory and control of Division property and to ensure that equipment is maintained in a state of operational readiness.

7.02.03 OBJECTIVES

- A. To establish internal procedures for inventory of Division property.
- B. To establish procedures for issuing Division owned property.
- C. To establish procedures for maintaining Division equipment in a state of operational readiness.

7.02.04 RESPONSIBILITIES

- A. The Troop Commander is responsible for designating personnel that shall ensure the operational readiness of stored equipment at the troop and district level.
- B. The Troop Office Operations Consultant (OOC) is responsible for the overall function and operation of the troop supply system.

7.02.05 PROCEDURES

- A. ISSUING DIVISION OWNED PROPERTY
 - 1. The Troop Office Operations Consultant will provide the resources to centrally receive, stock, and issue all supplies.
 - a. On a monthly basis, each district shall submit a Requisition for Supplies Form (HSMV 94032) to the Troop Office Operations Consultant for any supplies or equipment needed in the district.
 - b. The Troop Office Operations Consultant shall combine all district supply requisitions when ordering from central supply for the troop.

2. Items shall be listed in numeric order by item number.
3. Items shall be listed by the appropriate description, and quantities shall be listed by the established unit of measure.

B. INVENTORY AND CONTROL OF DIVISION PROPERTY

1. DHSMV Policy #10.01 Accounting, Control, Transfer, and Disposal of Department-Owned Property and Abandoned and Lost Property, and other applicable FHP Policy shall be followed regarding Division property.
2. The Troop Office Operations Consultant shall be responsible for ordering uniforms and accessories.
 - a. Upon receipt of uniforms and accessories, the Troop Office Operations Consultant shall prepare a debit/credit slip or a copy of the contract order form (see B.3. below) and deliver with the clothing, to the appropriate supervisor for distribution.
 - b. Upon receipt of the old uniforms/accessories and paperwork, the Troop Office Operations Consultant will place the paperwork in the member's Individual Clothing and Equipment Record file.
 - c. At this time, a database entry will be made reflecting the information on the debit/credit slip or contract order form.
 - d. The Troop Office Operations Consultant should review pending contract order forms/debit slips periodically to insure that old clothing is being returned in a timely manner.
3. Uniforms and accessories that are ordered from contracts will be processed per the terms of the contract. The appropriate copy of the order form will be substituted for the debit/credit slips.

C. OPERATIONAL READINESS OF DIVISION PROPERTY

1. The personnel designated by the Troop Commander shall ensure that stored equipment such as radios, PA sirens, handcuffs, radars/lasers, and cameras are properly cleaned, repaired, and preventive maintenance performed as required.
2. Inspection of stored equipment should be performed at regular intervals based upon the type of equipment being stored.
3. Stored or spare Division vehicles are to be maintained in a state of operational readiness. The vehicles should be inspected weekly to ensure the cleanliness, preventative maintenance, and workability of the vehicle.
4. Stored vehicles that have been seized during the commission of a felony, as evidence or abandoned property, are to be maintained in such a manner as to minimize loss of value. The vehicles may only be used or operated as necessary for reasonable maintenance.