

POLICE INVENTORY CONTROL SYSTEM (P.I.C.)

Directive: 6.69

This directive establishes the P.I.C. system, or Police Inventory Control System. In order to institute the system, it will be necessary for a formal inventory to be taken of all office furniture, office equipment and computer equipment. Initially, the appropriate items will be identified and labeled by a supervisor of the Support Services or his designee, in the presence of the division commander of the respective division being inventoried. The following information should be used as a guideline for the institution and maintenance of the P.I.C. system.

1. The Support Services Division will serve as a central receiving area for all office equipment, furniture and machinery. All items of this nature will be delivered to and accepted by the property officer of the Support Services Division.
2. Administrative supplies, i.e. pens, pencils, paper clips etc. will continue to be accounted for through the submission of departmental requisition forms to the Support Services Division and will not be inventoried as part of the P.I.C. system.
3. A copy of all departmental purchase orders used in the purchase of office equipment, furniture, computer equipment and machinery will be submitted to the property officer.
4. All property to be inventoried will be labeled with a metal code number, which will be referred to as the item's P.I.C. number. The property unit will maintain a file for the property obtained by each division within the department. The items will be listed by their individual P.I.C. numbers and a description of the items will also be listed.
5. Equipment items purchased through the use of petty cash are to have the invoice or packing slip forwarded to the property unit prior to being used within the respective divisions. This will allow the item to be properly labeled and added to the division's inventory.

6. All new items delivered to the central receiving area, i.e. the property unit, will receive a P.I.C. number and will be promptly added to the proper file.
7. A formal inventory of items will be taken by the support services supervisor or his designee whenever division commanders are transferred. This inventory will be conducted in the presence of both the former and current division commanders, who will be held accountable for their inventory.
8. A departmental information report to the Chief of Police will be written whenever the following dispositions apply:
 - a. Item is transferred from one division to another.
 - b. Item is obsolete and may be sold through the auction process.
 - c. Item is damaged and may need to be discarded.

The report will include a description of the item and the item's P.I.C. number. A copy of the report will be forwarded to the division commander of the Support Services Division who will inform the property unit of the changes to be made with respect to the P.I.C. system.

9. Equipment items approved for auction sale will be collected by the Support Services Division supervisor or his designee a few days prior to the date of planned police auctions. Division commanders will be given advance notice of the dates for police auctions to facilitate this process.

This procedure should yield higher accountability standards while providing the department with a higher level of inventory control.