



Sheridan Police Department
Policies and Procedures
27.4
Chapter 27 – Fiscal Management
Section 4 – Agency Property

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The department will be a good steward of property entrusted to it by Sheridan citizens.

27.4.1 Inventory

- A. In accordance with City of Sheridan procedure, all department fixed assets are recorded, tagged (when feasible), and tracked by the finance department.
- B. In addition, regardless of the value of individual items, the following equipment and supplies are recorded and/or tracked:
 - 1. Phones, by the city treasurer division;
 - 2. Ammunition, by the firearms coordinator;
 - 3. Computers, by the information technology division;
 - 4. Vehicles, by the department staff;
 - 5. And the following, by the department property manager:
 - a. Portable radios;
 - b. Vehicle radios;
 - c. Video systems;
 - d. Pistols;
 - e. Rifles;
 - f. Less lethal kits;
 - g. Chemical munitions;
 - h. Simunitions;
 - i. Tasers;
 - j. Digital recorders;
 - k. Cameras;
 - l. Spike strips;
 - m. Automated external defibrillators;
 - n. Portable breath testing devices;
 - o. Body armor for temporary issue; and,
 - p. Tactical vests.
- C. When applicable, serial numbers are included in the record.

27.4.2 Property Management

- A. The police property manager has general responsibility for the department's property management function, to include stocking and issuance of most agency-owned property to authorized users.

- B. The police property manager is responsible for maintaining an accurate inventory of agency owned equipment. The inventory will be updated as items are purchased, replaced, or issued.
- C. The police property manager will carefully examine all returned equipment to determine its reissue condition.
 - 1. Property which is presentable and in good working order should be reissued; and
 - 2. Property which cannot be reissued is subject to disposal.
- D. On initial hire, an equipment list form is completed showing all items that have been issued to the employee.
- E. Department members to whom department property is issued or assigned will be responsible for maintaining the property in a clean, neat, and fully operational condition. See section 17.5.1 for more detail.