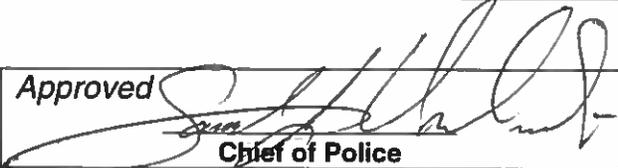


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 12, 2015		Amended Date		Directive 1.10.1	
Subject Agency Owned Capital Assets					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 1.10		Review Date January 22, 2019	
				Pages 1	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to require proper accountability and inventory of all department capital assets annually.

SECTION 2 POLICY

It is the policy of the department that all capital assets, those with an original value of \$5,000.00 or greater, will be inventoried annually and said inventory will be presented to the Chief of Police.

SECTION 3 PROCEDURES

- A. The Chief of Police has authority and responsibility for fiscal management and asset inventory for the department.
- B. All City Ordinances, State Laws, City accounting procedures, and City Purchasing Manual reference to purchasing, auditing, and fund transfers will be followed.
- C. Department capital outlay assets, with an original value of \$5,000.00 or greater, will be inventoried annually.
- D. Each Assistant Chief will prepare a divisional inventory annually. The inventory will be verified, against purchases, disposals, and surplus. Each completed annual inventory will be submitted to the Chief of Police and filed and maintained by the Chief's Administrative Assistant.
- E. The department's Fleet Manager shall be responsible for an inventory of the department's fleet. The fleet inventory will be updated annually and submitted to the Chief of Police to be maintained in the same manner as the divisional inventories.

F. SCOPE OF RESPONSIBILITY

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.