



SACRAMENTO POLICE DEPARTMENT
OFFICE OF INVESTIGATIONS



410.01
SPECIALIZED EQUIPMENT INVENTORY/CONTROL
09-16-91

PURPOSE

To outline responsibilities of section commanders for the management of specialized equipment within the Office of Investigations (OOI).

POLICY

To maintain control and accountability for specialized equipment assigned to OOI.

PROCEDURE

A. DEFINITION

For the purposes of this order, specialized equipment is defined as:

1. Any item, electronic or otherwise, having specialized use, and requiring training before use.
2. Any item with a purchase cost of more than \$200.
3. Any item requiring periodic inspection for scheduled maintenance.
4. Any other item deemed appropriate by the Section or Division Commander.
5. Any other items described in G.O. 410.02.

Note: General office equipment, such as desks, files, chairs, telephones and related support items, are not included as part of this order.

B. RESPONSIBILITIES

1. Section commanders shall:
 - a. Control and inventory specialized equipment assigned to the section.
 - b. Develop appropriate management controls that provide for training on specialized equipment items; maintenance and repair; and periodic inventory.
 - c. Ensure an equipment "check-out" procedure is periodically inspected for compliance.
 - (1) On the first day of January and July of each year, an inventory report shall be submitted to the Division Commander from each Section listing the equipment and the accounting for each item.
 - (2) On the transfer of the Section Commander, an inventory shall be held, and the new Commander shall submit a report that all equipment items have been received, or they are accountable.
2. Nothing in this order is intended to prohibit or prevent cooperation between sections through the loaning or sharing of specialized equipment.