



Policy Name:	ASSETS AND INVENTORY		
Policy #:	AD 8.3.1	Last Updated:	2022-07-06
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 4.7 Damage Theft or Loss of Personal Property and Issued Equipment

AD 8.3 Acquisition of Goods and Services

1. PURPOSE

- 1.1. To provide a consistent and accurate means of tracking and reporting on property owned, leased, rented, or otherwise acquired for use by Surrey Police Service (SPS).
- 1.2. To have access to effective equipment, procured and maintained for productivity and safety.
- 1.3. To establish responsible governance for asset management by SPS.
- 1.4. To provide accountability and demonstrate to stakeholders the legitimacy of decision-making processes by combining strategic plans, budgets, service levels, and risks.
- 1.5. To optimize life cycle costs while maintaining acceptable levels of service.

2. SCOPE

- 2.1. This policy applies to all SPS Employees and all Bureaus, Sections, Teams, and Units.

3. POLICY

- 3.1. SPS will establish and maintain a property management function for property that is owned, leased, rented, or otherwise acquired by SPS, that will:
 - i. provide for the requisition, procurement, distribution and control of SPS assets and inventory;

- ii. provide effective equipment for productivity and safety, facilitated through a quarterly audit of SPS equipment, including;
 - a. vehicles;
 - b. emergency vehicle equipment;
 - c. weapons and use of force items, including equipment to carry or retain weapons and ammunition;
 - d. uniform clothing;
 - e. duty belt equipment;
 - f. communications equipment; and
 - g. special purpose equipment;
- iii. provide appropriate instruction and training in the use and limitations of equipment as required;
- iv. designate persons or positions responsible for the condition and ongoing maintenance of equipment;
- v. provide a system for reporting the loss or damage of SPS property; and
- vi. properly dispose of surplus equipment and capital assets at end of life.

4. PROCEDURE

Requisition and Distribution

- 4.1. All requests for new, additional or replacement specialty equipment with a cost greater than \$500 are to be included in the annual budget process. Replacement or purchase of property and equipment required within the budget year is to be authorized by the Deputy Chief Constable, Support Services Bureau or designate, Manager of Corporate Services, and the Senior Manager of Finance.
- 4.2. Employees must use the Acquisition Request form (AD 8301) to request new or replacement assets. This form must be approved by the appropriate section manager before being submitted to the SPS Asset Manager. The SPS Asset Manager must obtain approval from the Executive Leadership Team (ELT) and finance when threshold values (as determined by ELT) are met.
- 4.3. Requests for uniform modifications and procurement must be approved by the Uniform and Equipment Committee before moving up for recommendation to ELT and finance for approval.
- 4.4. Physical assets must be received by the Asset Management Unit (AMU) and forwarded to the appropriate section.
- 4.5. AMU or the section approved to use the equipment will inspect and test assets for performance and capability prior to acceptance, if possible.
- 4.6. All equipment is to be registered in the SPS inventory and, where appropriate, the equipment control system.

Inventory Control of Personal Issue Equipment

- 4.7. The Manager of Asset Management will conduct and direct cyclical counts of all inventory assigned to AMU.
- 4.8. Members are responsible for all personal issue equipment assigned to them. Members must submit a Duty Uniform and Equipment Damage, Theft, or Loss Report (Form AD 4701) for any items that are damaged, stolen, or lost (see policy AD 4.7 *Damage Theft or Loss of Personal Property and Issued Equipment*).
- 4.9. All shortages and damage must be noted on the inventory listing and the Manager of Corporate Services must be notified if the variance exceeds \$500.

Special Purpose Equipment

- 4.10. Quarterly inventory of all specialty equipment assigned to SPS must be conducted by AMU to verify their status (i.e., in use/ not in use). Assets that are not in use may involve AMU taking the asset out of service.
- 4.11. All special purpose equipment within SPS must be used in an approved manner that includes:
- i. a statement of objectives of their operation or usage;
 - ii. instructions, conditions and limitations of usage;
 - iii. authorization for use in various situations; and
 - iv. qualifications and training for Employees assigned to operate the equipment.
- 4.12. All shortages and damage must be noted on the inventory listing. The Senior Manager of Finance and Inspector in Charge of the asset must be notified if the variance exceeds \$500.

Report of Damage, Loss Deficiency

- 4.13. Damage, loss, or deficiency of SPS property must be reported in writing to the Member's immediate supervisor through a Duty Uniform and Equipment Damage, Theft, or Loss Report (Form AD – 4701).
- 4.14. Reports of damaged, lost, or deficient SPS property must be forwarded to the Deputy Chief Constable, Support Services Bureau, for authorization of replacement or repair.
- 4.15. Reports of damage to SPS property that may have been a result of recklessness must be reported to the Professional Standards Section in accordance with the *Police Act*.

Asset Disposal

- 4.16. When assets have reached the end of their useful life, they must be given to Asset Management to ensure proper disposal.

- 4.17. Employees must request disposal of SPS assets by completing the Asset Disposal Form and forwarding the form to AMU.
- 4.18. All SPS assets must be disposed of in accordance with the City of Surrey Equipment Disposal Policy.
- 4.19. Asset disposal may be a special case for Information Technology (IT), Forensics, etc., as some assets may have sensitive data on them. All assets that contain data (e.g., USB drives, CD's, hard drives, SD cards) must have their storage wiped using disk destruction software as approved by SPS IT to ensure that it is unreadable.
- 4.20. Upon disposal, Asset Management will update the equipment control system.

APPENDIX A: DEFINITIONS

“AMU” means Asset Management Unit.

“ELT” means Executive Leadership Team.

“Employees” means all employees and appointees of the Surrey Police Board.

“Member” means a Sworn Police Officer appointed by the Surrey Police Board.

“SPS” means Surrey Police Service.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity.

APPENDIX B: REFERENCES