



# Alexandria Police Department

## Directive 6.10



# Equipment Inventory Control (PD Quartermaster)

# &

# Purchasing/Receiving/Issuing Equipment

Effective Date: 05-18-2021		Cancels: This is a new directive.
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2025
Updated Date:	Section(s):	

## CONTENTS

- 6.10.01 POLICY/PURPOSE
- 6.10.02 AUTHORITY/BACKGROUND
- 6.10.03 DEFINITIONS
- 6.10.04 WEB FIELDS
- 6.10.05 RESPONSIBILITIES
- 6.10.06 PROCEDURES

### 6.10.01 POLICY/PURPOSE

It is the policy of this Department to ensure all employees are equipped with the best and most up-to-date uniforms and equipment available. The Quartermaster and inventory control systems will increase accountability, efficiency, and effectiveness in issuing equipment to officers, units, sections, and divisions. The Quartermaster will also reduce the number of unnecessary purchases and reduce departmental risk that is associated with the mismanagement of departmental assets.

The purpose of this Directive is to guide officers, supervisors, and managers on making equipment and uniform related requests, and how those purchases will be tracked upon approval. Quartermaster will provide department managers the ability to have an up-to-date inventory of uniforms and equipment, which will assist with strategic planning related to purchasing. This Directive will also provide guidance and instruction on Quartermaster and its functions.

Inventory control is essential to maintain an accurate database (Quartermaster) and accurate account of departmental assets. Inventory control involves properly storing and issuing departmental products/assets. It is the responsibility of each supervisor or manager to implement controls in their sections and units, and to conduct periodic inventories of products/assets that are allocated to their sections and units.

### 6.10.02 AUTHORITY

Administrative Regulation - A.R. 4-4 - Inventory of Supplies and Materials  
Administrative Regulation – A.R. 5-1 – Purchasing Policy  
Police Directive - 6.3 - Uniforms and Equipment  
Police Property & Evidence Section S.O.P 10, 15

### 6.10.03 DEFINITIONS

**Quartermaster** - The department's product/asset management system.

**Product/Asset** - An item that is tracked by a serial number or SKU that can be allocated or issued to departmental employees. Most departmental products/assets shall be entered into Quartermaster.

**Classification of Products/Assets-** Items will be classified by one of three ways.

- 1.) Consumables – These are items that are not expected to be returned and do not have serial numbers (examples: copy paper, office supplies, batteries, TECC/ Narcan Kits, etc.).
- 2.) Returnable – These items are expected to be returned; however, they may not contain a serial number (OC spray, shirts, pants, batons, holsters, etc.).
- 3.) Unique – These items are expected to be returned, and they have a specific serial number related to them (body armor, firearms, radios, MDBs, etc.).

**SKU** – A SKU is the specific number assigned to all products/assets within Quartermaster. A SKU will only be created by the Property & Evidence Section, Logistics & Resource Specialists or Property Supervisor.

**Usage Expiration Date** – This date is defined as the date by which the item will expire.

**Warranty Expiration Date** – This date is defined as the date by which the items manufacturer warranty will expire.

**Date Entered Service** – This date is defined as the date by which the department received the product/asset, and its service life began. *This is not the purchase date.*

**Logistics & Resource Specialist (LRS)** - This subject matter expert will be the main point of contact for Quartermaster and inventory. This PES staff member will be assigned the full-time management of the software system and the entry of all products/assets into the Quartermaster as well as stocking locations.

**Purchase Order** - A request for the purchase of products/assets that is managed in conjunction between the Property and Evidence Section and Fiscal Management Unit (FMU) that encumbers a review of current products/assets and the determination of funds be used to purchase on a one-time basis. *Purchases are subject to approval from the department head or designee.*

**Blanket Purchase Order** - A document generated by the Fiscal Management Unit that encumbers funds for the procurement of a product or service on an annual basis.

**Store Front** - Store front is the functional equivalent of an online store. This feature will allow staff members to request standard pieces of issued uniforms and equipment. The store front feature will utilize an approval process. The store front is managed by the Property and Evidence Section.

**Inventory** - process of making a complete accurate list of products/assets stored in specific location, allocated to a section or unit, or issued to an employee.

**Annual Physical Inventory Report** – a report generated by the Property and Evidence Section and coordinated by the Fiscal Management Unit that reports all departmental assets to the City.

#### 6.10.04 WEB FIELDS

A. Below are the listed fields within Quartermaster that may or may not be utilized for each inventoried item.

B. List of Fields:

- a. Classification – Returnable, Consumable, Unique
- b. SKU – Typically use common language or abbreviations
- c. Barcode – Used for unique assets that use the serial number of item
- d. Description – brief description of the item (i.e. Police Mountain Bike)
- e. Make – (i.e. TREK)
- f. Model/ Style (i.e. Police – 700)
- g. Size – dependent on the item (i.e. 24")
- h. Color – should be most prevalent number/ pick one (i.e. black, blue, etc.)
- i. Quantity – (unique serial numbered items should only be one, however this can be tracked by description/ sku and type) (i.e. 24 – Police Mountain Bikes)

- j. Storage Location – see attached stock location list
- k. Price/ Cost for Ea. – cost paid for each item
- l. Warranty Expiration Date – see definition above
- m. Usage Expiration Date – see definition above
- n. Grant Number Utilized – enter grant number used to make purchase(s)
- o. Date Entered Service (not purchase date) – see definition above

#### 6.10.05 RESPONSIBILITIES

##### Purchasers:

- A. Any department staff member requesting to purchase equipment and uniforms shall do so following City Administrative Regulations and Departmental policy.
- B. The Property & Evidence Section shall be consulted prior to any request to make a purchase to ensure that the product/asset is not in-stock and so an approved vendor is utilized. *The Property and Evidence Section does not serve as an approval step in purchase requests.* The notification ensures that all products/assets being purchased will be assigned a SKU and entered into the Quartermaster.
- C. Generally, purchases will be made following one of the manners listed below.
  - a. Purchase Card (P-Card) – these purchases will be made following user requirements set forth by City Purchasing. These purchases may, in some circumstances, require a memorandum, depending on the specific item being purchased and the rules set forth by that user's chain of command. Typically, these purchases are less than \$5,000.00.
  - b. Purchase Order (P.O.) – these purchases will generally be made through the Fiscal Management Unit (FMU). These purchases require:
    - i. A minimum of three (3) separate quotes or a Sole Source Memorandum from the vendor(s) or a quote from an approved city vendor with a contract.
    - ii. An authorized vendor within MUNIS.
    - iii. An approved/ signed memorandum by the Chief of Police.
  - c. Blanket Purchase Order (B.P.O.) – these PO's are pre-established by the FMU and will only be utilized by the authorized user(s).
- D. Purchases cannot be made from the same vendor (either in one purchase or over several) if the amount is expected to exceed \$5,000.00. In the event purchases exceed \$5,000.00, a purchase order will be required to continue purchases with that vendor.
- E. Upon approval, purchasers will arrange to have products/assets delivered to the Property and Evidence Section. Upon receiving the items, the PES staff will allocate or issue them to the purchaser. Limited exceptions to this provision include oversized products/assets, fleet vehicles, etc., in which case the purchaser should

consult the Property and Evidence Supervisor or Logistics and Resource Specialists

**Information Technology (IT) & Technology Data Staff:**

- A. One member of the TDAD section will be assigned to Quartermaster to act as a technical liaison. This person will assist with any technical aspects and coordinate with the vendor of Quartermaster. This person will also ensure the appropriate user information is up-to-date and uploaded, for the use of active directory.

**Property & Evidence Section Staff:**

- A. The responsibility of receiving, issuing, and allocating all products/assets is of the Property and Evidence Section. [17.5.1b]
- B. The Property and Evidence supervisor will be the primary point of contact regarding the Quartermaster and will act as the “manager” of the system.
- C. The Logistics & Resource Specialist (PES staff member) will operate the system and manage the products/assets in stock and allocated or issued throughout the department.
- D. This Logistics & Resource Specialist will also be responsible for creating SKUs and tracking items.
- E. The Property and Evidence Section will stock products/assets and will maintain inventory control by conducting periodic inventories of all products/assets stored and allocated to the section in accordance with PES SOPs.
- F. The PES supervisor is responsible for ensuring an annual inventory audit is conducted (May) prior to the City-Wide Physical Inventory (due by the end of June).
- G. The PES will assist supervisors and commanders of various units in maintaining and managing their allocated and issued equipment.

**Supervisors:**

- A. Supervisors assigned to units such as K9, HNT, SOT and others will be required to manage and control the equipment assigned to their unit. This includes implementing inventory control procedures and utilizing the Quartermaster.
- B. Supervisors are required to ensure that the PES Supervisor is notified of any purchases and must coordinate with the PES Supervisor to ensure the equipment is entered in Quartermaster prior to deployment. (SOT ballistic shields & TASERs).
- C. Supervisors will approve or deny any equipment replacement requests in the Quartermaster after the request has been made. The approval and denial should be in compliance with Police Directive 6.3 Uniform and Equipment.
- D. Supervisors and Commanders should conduct annual audits and inventories of equipment assigned to their staff and specialized units. It is recommended that these inspections be conducted in April, prior to the departments Physical Inventory Audit, as required by City Administrative Regulations.
- E. Supervisors will notify PES when an employee is expected to separate from the department. PES will send the supervisor a query of all departmental products/assets issued to that employee.

**Staff (sworn and civilian):**

- A. Employees will utilize, when appropriate the Store Front Feature of Quartermaster to request replacement equipment, new equipment requests, and any other equipment related inquires. *The storefront should not be used to make purchases of equipment that would be new to the agency.*
- B. Employees will utilize Quartermaster to check-out equipment and vehicles on a daily basis (shields, go-bags and breaching equipment). The exception to this will be equipment assigned to them that is authorized to be taken home (TECC kits, NARCAN kits and handguns).
- C. Employees who are being transferred, promoted, or separated from the department will return any necessary equipment prior to being issued any new equipment as part of the transfer, promotion or separation.
  - a. PES and the appropriate supervisor will update Quartermaster as necessary with any changes in issued equipment to reflect the changes in the employee's and department's master inventory list.

**Quartermaster Access:**

- A. Access to electronic records systems such as Quartermaster may be compartmentalized, restricting access to various levels of both operation and information, by defining security levels and/ or using other means.
- B. Staff should not allow other members to utilize their login or password to check out, issue or assign products/assets.
- C. Quartermaster tracks products/assets issued from multiple users and are used to create an individual user/ unit record of issuance.

<b>6.10.06      PROCEDURES</b>
--------------------------------

**Quartermaster:**

- A. As previously noted, equipment can be tracked at the individual, unit, section and division level. It is incumbent upon the supervisors and commanders of those units, sections and divisions to ensure equipment is properly checked-in and out in Quartermaster and inventory control procedures are unutilized.
- B. After products/assets have been received and entered into Quartermaster, it will be issued or allocated to the appropriate supervisor or unit.
- C. Equipment must be checked-out at the beginning of the shift and must be checked-in at the conclusion of the shift. The exception to this is any personal equipment that is assigned to an officer or authorized to be taken home.
- D. Reports are created for the purposes of audits and inspections.
  - a. When a report is needed, the requesting party should contact the PES Supervisor.
  - b. The PES Supervisor will ensure the appropriate Quartermaster report is created and sent to the requesting party.

**Receipt of Products:**

- A. Upon receipt, products will be inspected and inventoried against the packaging slip and the purchasing document(s). Discrepancies will be immediately brought to the attention of the purchaser's supervisor and then the vendor. When any ordered product fails to meet the purchase requirements or department standards, the vendor will be contacted to determine a resolution and/ or replacement.
- B. A notation of "received" or "partial" shall be placed on any purchasing document by the receiver. This denotes that all items in the ordered were received in whole or partially. The receiver shall note what items were specifically received if only a partial order has arrived.
- C. The original purchasing document(s) will be scanned then loaded into Quartermaster and filed. *It is also recommended that individual units maintain records of any ordered equipment that is assigned to them.*
- D. Any invoices that are received regarding the purchase should be forwarded to the FMU or appropriate entity to ensure payment is made to the vendor.

**Records Control:**

- A. Records (electronic or paper) of all transactions must be maintained. This includes, but is not limited to; requisitions, packing slips, transmittal notices, internal orders, issuance and return, and transfer requests. These documents shall be uploaded into Quartermaster.
- B. It is recommended that individual units, sections, and supervisors responsible for the product/asset to retain and maintain copies of these documents.
- C. A department Uniform/ Equipment record (electronic) will be maintained in Quartermaster for each employee to whom equipment or uniforms are issued.
- D. Upon separation from the department, the employee's supervisor shall run or request a report to be run for the employee for all equipment issued to them. The supervisor shall ensure all equipment is collected from the employee.

**Storage of Products/Assets:**

- A. The Property and Evidence Section (PES) is responsible for the storage of products/assets until they are issued or taken out of service.
- B. Upon receiving products/assets, the electronic barcode system in Quartermaster will be updated to include:
  - a. The product's/asset's receipt,
  - b. Quantity of product/asset
  - c. Storage location of product/asset
- C. Product/assets will be placed in designated stock locations.
- D. The master Quartermaster records will be maintained along with the storage locations, quantities and descriptions of the equipment stored there.

**Inventory Control:****[17.5.1a]**

- A. An inventory record (electronic) will be maintained of all products/assets stocked, including the temporary holding of material. The record will be updated as products are received, moved, allocated and issued.
- B. Inventory and product/asset minimums will be noted in Quartermaster.
  - a. Should any PES employee be made aware of any low levels of products or assets, that employee shall notify the supervisor to order additional supplies.

**Issuing Products/Assets:****[17.5.1b]**

- A. Products/Assets will be issued on a first in/ first out (FIFO) rotation basis. *Recently purchased products will be held until old inventory is used.*
- B. A requisition for or the electronic equivalent is required for products/assets to be issued. *Police Directive, 6.3, Uniforms and Equipment will still be followed when requesting equipment.*
- C. Department staff will be electronically notified of non-stock items that have been ordered and received.

**Equipment/ Product Return:**

- A. PES staff or Supervisors responsible for equipment will assess the condition of the products being returned and determine if it can be returned to service.
- B. Products deemed appropriate for reissuance will be restocked for next issuance and Quartermaster will be updated.
- C. Products/assets deemed not appropriate for reissuance will be noted in Quartermaster as necessary and disposed of following current City and departmental policy.

**Replacement of Equipment/ Products:**

- A. When equipment is damaged or needs replaced, it shall be returned to the PES or the appropriate supervisor who issued it.
  - a. Following Directive 6.3, Uniforms and Equipment, the appropriate supervisor will still be required to determine negligence and fiscal responsibility (*if necessary*).
- B. PES staff or the supervisor will reissue a new piece of equipment and update Quartermaster.
  - a. The updates should not reflect more than what is authorized to be issued to that employee. (For example: an employee returns a broken holster. PES staff should replace the holster but only update the master inventory that an additional holster was issued out. The employee's inventory should still reflect one holster issued to them.)
  - b. The update should reflect a change in the overall inventory and that one item is damaged and removed from service.
- C. Supervisors shall document a case number with any piece of damaged equipment in Quartermaster.



**Firearms:**

- A. Records of issuance, return, and repair shall be noted by both PES and Range personnel in Quartermaster as part of the overall departmental inventory management process.
  - a. Maintenance shall be tracked within the Maintenance Module.
  - b. All documents regarding firearms shall be uploaded into Quartermaster related to the specific weapon serial number (Barcode)
- B. In the case of service firearms no longer being retained by the department or are being removed from service, a PES will note in Quartermaster one of the following notations:
  - a. Seized by Law Enforcement Agency
    - i. Must note agency name and case number
  - b. Lost/ Stolen
    - i. Must note agency name and case number
  - c. Returned for Warranty
  - d. Damaged
  - e. Sold/ Traded to Vendor
    - i. Must note vendor name in text field
  - f. Retired
    - i. Must note officers name retiring with weapon

**Body Armor & Ballistics:**

- A. Body armor and other equipment with ballistic capabilities will be tracked from order to issuance in Quartermaster.
- B. Ballistic capability equipment (vests, shields, helmets) will have the following information documented in Quartermaster:
  - a. Person, Unit, Section issued to,
  - b. Manufacturer Name,
  - c. Model/ Style
  - d. Date of Purchase,
  - e. Warranty Information (if any),
  - f. Replacement date/ cycle,
  - g. Capability
  - h. Serial Numbers
- C. Any ballistic capability piece of equipment that has surpassed its warranty/ replacement life cycle will immediately be removed from service and replaced.

**Radio Equipment:**

- A. The Department of Emergency and Customer Communications (DECC) is responsible for the maintenance and issuance of all radios and associated equipment. They are also responsible for the storage and custody of the radios, associated equipment and documentation.
- B. A DECC staff member will be trained on the issuance and return of radios only.
- C. Parts, attachments, and holders will be replaced utilizing the procedures they set forth.

**Department Forms:**

- A. The PES is responsible for the acquisition and distribution of bulk departmental forms and copy paper as needed.
- B. Should forms or paper be needed from the PES, staff should provide the need and a quantity requested.
- C. PES will update Quartermaster on the quantities of paper issued out to the person, unit and sections as appropriate.

**BY AUTHORITY OF:**

**Michael L. Brown  
Chief of Police**