

## La Plata Police Department – Standard Operating Procedure

	Title: <b>Fixed Assets</b>		Number: <b>ADMIN-09</b>	
	Effective Date: July 30, 2015	Review Date:		
	<input checked="" type="checkbox"/> <b>New</b>		<input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
Approved by: <b>Chief Carl Schinner</b>				CALEA 5 <sup>th</sup> Edition
CALEA Standard: 17.5.1				Pages: 1

**01 POLICY:** It is the policy of the Town of La Plata to track fixed assets for the purpose of inventory and control.

**02 PROCEDURE:**

A. The Town of La Plata Office of Finance is the established control point for physical accounting and recording all fixed assets with a value exceeding one thousand dollars.

B. The Office of Finance maintains a fixed asset listing by Department, which contains:

1. Date acquired and cost;
2. Description, including serial number; and,
3. Department assigned.

C. Inventory of personal equipment issued by the Support Services Supervisor (Quartermaster) is maintained in the Operations Commander; and includes:

1. Firearms;
2. M-26 Tasers;
3. Pepperball launchers;
4. Body Armor;
5. Portable/Mobil Radios; and,
6. In-car cameras.



