

EQUIPMENT INVENTORY	Document Number	GO 812
	Effective Date	08-05-11
	Revisions	Underlined
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	Approval:	HSK

1. PURPOSE

The purpose of this policy is to establish policies and guidelines relating to maintaining the department equipment inventory.

2. PERSONS AFFECTED

2.1. District and Division Commanders

2.2. Finance Division

3. POLICY

It shall be the policy of the Hawai'i Police Department that all inventoried equipment be accounted for as required by the *County of Hawai'i Procedures on Equipment Inventory*.

4. RESPONSIBILITIES

4.1. Finance Division

4.1.1. The Finance Division shall be responsible for maintaining the required *Certificate of Custodian* as submitted by Commanders.

4.1.2. The Finance Division shall submit all data required by the *County of Hawai'i Procedures* to the County Director of Finance.

4.2. Commanders

4.2.1. Commanders will be responsible for equipment assigned to them, conduct annual inventory during May of each year, and be required to file a *Certificate of Custodian* with the Finance Division upon completion of each annual inspection.

4.2.2. Commanders shall conduct any other interim inventory assessments as required.

4.2.3. Commanders shall be responsible for maintaining all equipment assigned to their command and shall ensure that agency property is in a state of operational readiness.

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5. PROCEDURES

5.1. Equipment Inventory

5.1.1. Areas of Responsibility – The designated commanders shall be responsible for equipment inventory for their assigned area of responsibility as described in *Appendix A*.

5.1.2. Relief of Command

- a. Upon transfer, promotion, termination, or any other relief of duty status of a commander, the respective commander will certify that all equipment is on hand by filing a *Certificate of Custodian* with the Finance Division.
- b. The commander's replacement or person temporarily assigned to the commander's position will file a *Certificate of Custodian* with the Finance Division certifying that he has all equipment under his control.
- c. The filing of *Certificate of Custodian* will transfer the equipment responsibility from the outgoing person to the newly designated person. There are to be no discrepancies of the equipment inventory when transferring equipment responsibility.

5.1.3. Whenever a commander is absent from his or her district for more than twenty-one (21) calendar days in succession, the acting commander shall automatically initiate an equipment inventory and file a *Certificate of Custodian* with the Finance Division.

5.2. Transfer of Equipment – *County of Hawai'i Procedures on Equipment Inventory, Chapter IX and Chapter X, Section 1*, outlines the only means whereby equipment may be removed from the equipment inventory.