

<b>Subject: Inventory Control</b>	<b>Page 1 of 1</b>
<b>Effective Date: July 1998</b>	<b>Revision Date: November 2011</b>
<b>Amends/Supercedes: 1100.90/July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>8.7</b>

## **Section 900.40 Inventory Control**

### **Policy**

It is the policy of the Shively Police Department to establish an inventory control of agency property, equipment and other assets.

### **Procedure**

All assets belonging to the Shively Police Department will be inventoried and listed on a City of Shively Inventory List. This list should contain, but not limit to:

1. Item Name
2. Item number (designated City inventory code).
3. Original purchase date and or price.
4. Location of items.
5. Initials of persons taking inventory.
6. Comments section

Inventory control procedures and item lists shall be maintained at the discretion of the Chief of Police.