

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: REQUISITIONING AND PURCHASING OF DEPARTMENTAL PROPERTY

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I. Purpose

To establish procedures for the requisitioning, distribution, and accountability of departmental property.

II. Statement of Policy

It shall be the policy of the Covington Police Department that all requisitioning, distribution and accountability of departmental property be done within prescribed guidelines.

III Definitions

Emergency Purchase – A purchase that is necessary to squelch a threat to the health, safety and welfare of the citizens and time is inadequate to follow a competitive purchase process. It requires the written approval of the Mayor or City Manager prior to the purchase being made. Emergency purchase requests must include description of good or service requested, explanation of the emergency requiring the purchase and vendor eligible to provide the good or service.

Formal Bidding – Formal purchases require the police department to advertise in the local organ or other media for a specific time prior to opening the bids. All potential bidders are invited to submit bids. Bids must be submitted by a specified date and time. Bids must be sealed and are then opened in public and read aloud in public.

Informal Bidding – Informal purchasing allows the police department to solicit written bids or price quotations for supplies and services by letters, fax, email, or via internet. This includes all purchases over \$1,000.00 and less than \$5,000.00 and where advertising in the legal organ or newspaper is not required.

Sole Source Purchase – A sole source purchase is possible when only one eligible vendor is capable of providing a good or service specific to the department's needs or project. Written documentation is required and should remain on file in Purchasing to document a particular vendor as a sole source for specific goods or services. All sole source purchases must be justified in writing and approved by the City Manager and Purchasing.

III. Responsibility

The responsibility for the requisitioning, issuance/reissuance and accountability of departmental property rests with the Support Services Division Captain. These responsibilities include acquiring prices or bids on certain equipment, the recording of equipment distributed to police personnel and the general maintenance and accountability of non - issued department property. The procurement or requisitioning of department owned property will be coordinated through the Support Services Division, although the purchasing of all items will be done by the City Purchasing Agent.

IV. Purchasing of Department Property and Equipment

- A. General items: All requests for general items such as office supplies or equipment, cleaning materials or other supplies will be directed to the Purchasing Agent for the City of Covington. The Purchasing Agent may maintain a supply of general office supplies for this purpose or may purchase these supplies as necessary. All requests for items not maintained in supply will be written on a Purchase Requisition Form and sent to the Purchasing Agent. The approval level for basic purchases for the chief of police is up to \$5,000.00.
- B. Special items / equipment: The requisitioning of items needed specifically by this department will be dependent upon the dollar amount. Items requiring a competitive bid should be accompanied by written specifications describing the desired qualities and specifics of the items to be purchased. The following guidelines should be considered when making purchases.
 - 1. Up to \$100.00: Purchases may be from petty cash fund with the appropriate receipt completed. Food purchases related to travel or training are excluded.
 - 2. Up to \$5,000.00: The Chief of Police may require bids from at least three vendors and select the best price for the item(s) to be purchased.
 - 3. \$5,000 to \$20,000: The Chief of Police or the Purchasing Agent shall obtain competitive bids on most items unless the items are unique and available from a sole source. Accepted bids must be approved by the City Manager.
 - 4. Greater than \$20,000.00. The Mayor and City Council must approve any purchases that are greater than \$20,000.00. Those purchases must follow proper bid procedures established by the City of Covington. The Mayor and Council reserve the right to accept or reject any or all bids.
 - 5. Once a bid is selected, a Purchase Requisition must be sent to the Purchasing Agent. The Purchasing Agent has the responsibility to buy the item(s) or equipment requested.

V. Criteria for the Selection of Vendors and Bidders

Depending on the items to be purchased, it is generally preferred that most items be obtained from local vendors. When this is not possible, vendors within the state are preferred. The Purchasing Agent for the City of Covington maintains a list of available vendors that have been used in prior bidding and purchases. With the exception of unique items or those available from a sole source, the Purchasing Agent shall select a vendor for general purchase requests.

VI. Supplemental or Emergency Appropriation and Fund Transfer

- A. Line items that have exceeded the approved budgeted amount must have funds transferred from other line items.
- B. If funds are available in a line item with the same department, a request may be made by the Chief of Police to transfer budget funds from the line item that has excess to the line item that requires additional funding. The request must be approved by the City Manager before funds are transferred.
- C. If funds are not available in a line item within the same department, a request must be made to Mayor and Council to approve an increase (supplemental appropriation) in the department's budget to cover the expenses.
- D. Emergency appropriation will require approval from the City Manager and may only be approved when time is of the essence.

VII. Distribution of Department Property

The Support Services Captain will maintain a record of items and equipment issued to police personnel. He will ensure that agency property will be maintained in a state of operational readiness and that preventive maintenance on equipment will be conducted as needed. Property records will be reviewed during staff inspections. Department property/equipment will be issued or reissued as necessary in order to keep officers properly equipped.

VIII. Inventory Control and Accountability

The Support Services Captain or designee will maintain an inventory and distribution report for departmental property in order to provide an accurate accounting of the property owned by this department.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police