



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

200 – PROJECT MANAGEMENT

GENERAL ORDER: 2020-XX
ISSUED: July 6, 2020

EFFECTIVE: July 6, 2020

REVIEW/APPROVED BY:
Assistant Chief Regina Howard
DATE: June 16, 2020

ACTION: Amends General Order 2014-32 (July 15, 2014)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

200.20 GRANT/ALTERNATIVE-FUNDING REQUESTS

C. Procedures for managing equipment (including replacement equipment) whether acquired in whole or in part under a federal award, until disposition takes place shall, as a minimum, meet the following requirements:

1. Each work location assigned property acquired under a federal award shall submit a copy of such list on an annual basis at the beginning of each calendar year to their respective bureau commander.
2. Budget and Finance shall maintain property records that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
3. Each location shall conduct a complete and accurate physical inventory of property acquired under a federal award at least once every 2 years.
4. Work locations shall establish proper control systems (e.g., sign in and out logs, storage of property in a secure area of the work location as designated by the commanding officer) to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated in accordance with SOP 340 Uniforms / Equipment / Appearance.
5. Work locations shall follow all required maintenance requirements and procedures to maintain the property in good condition.
6. Property obtained shall be purchased, retained, sold, replaced, and/or disposed of in accordance with the requirements of the federal award. If the department is

authorized or required to sell the property, proper sales procedures must be established by Budget and Finance to ensure the highest possible return.



ALFONSO MORALES
CHIEF OF POLICE

AM:mfk