

Section 6 – Agency Property

New York State Law Enforcement Accreditation Program

6.1 Requisitioning Property

ADMINISTRATION

STANDARD 6.1 **The agency has a written directive that governs the procurement or requisitioning of agency-owned property.**

- A. The directive must also outline procedures for inventory control of property, equipment and other assets owned and used by the agency; and**
- B. Designates the position(s) responsible for the management, accountability, distribution and issuance of agency-owned property.**

Commentary: This standard requires the agency to establish formal control over the requisitioning, inventory and issuance of supplies and property. Large agencies, particularly decentralized ones, may find it very difficult to have this function centralized. This standard can be met as long as the agency has formal control of the process.

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the written directive is available for review.
2. A review of agency records to verify that procedures mandated by the written directive are being followed.
3. Interview(s) with the personnel responsible for this function to verify their knowledge of and compliance with the directive.
4. Inspection of agency property, equipment and other assets to verify that inventory records are accurate.