

POLICE GENERAL ORDERS

CHAPTER 14

STORES AND EQUIPMENT

09/04

Definitions

04/07

'Stores' usually fall into one of the following categories:-

- (a) arms and ammunition;
- (b) telecommunication equipment;
- (c) computer equipment;
- (d) police store items (including uniform and accoutrements, stationery and general stores); and
- (e) furniture and office equipment.

14-02 Care of Government Property

Strict economy shall be exercised in the use of all Government stores, property and stationery. A police officer shall:-

- (a) preserve safely any item of Government property for which he is responsible;
- (b) ensure that any such item is kept in a good state of repair and promptly report any damage or defect thereto; and
- (c) not lend or borrow any article of police uniform clothing, arms, equipment or accoutrements.

14-03 Reporting Loss or Damage to Government Stores

04/07

An officer discovering loss or damage (other than through fair wear and tear) to equipment or Government stores shall ensure that the matter is reported to his DVC (or equivalent in other Formations) at the earliest opportunity.

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14/04 **14-07 Non-Inventory Stores**

04/06 Formation Commanders shall ensure that non-inventory items received, other than those
06/19 for immediate use, are entered in a Non-inventory Stores Ledger Sheet (GF 291) and supported
by stores vouchers. When non-inventory items are issued, entries shall be made in the GF 291
against the signature of the recipient.

27/13 2. A Surprise Inspection Book (GF 235) shall be maintained by each Formation Commander
as required by Stores and Procurement Regulations (SPR) 680. The ADVC Admin or equivalent
shall carry out surprise stock checks at intervals of not less than once every three months in
accordance with Stores and Procurement Regulations 896(b).

14/13 **14-09 Inventory Record**

08/15 The officer in command of a Formation shall appoint an officer not below the rank of
Inspector or civilian equivalent to maintain the inventory records in the Master Inventory Ledger
through STORESMAN on Force Application Menu. The following inventory agents should be
informed whenever an inventory item in respect of its category is moved from one Formation to
another:-

15/13	<u>Inventory Agent</u>	<u>Category</u>	<u>STORESMAN Item Code Prefix</u>
27/13 08/15	ASO T&Sys	All inventory items except the category listed below	IN, RS, UA, GS, SS, OF, OE, RE
04/06	EO P&I IS	Computer Equipment	CE

08/10 2. All arms, ammunition and accessories shall be listed in an Arms Register (Pol. 62) in
accordance with PGO/FPM Chapter 16. All the welfare property shall be listed in a Welfare
Inventory Record and maintained in accordance with PGO/FPM Chapter 11. Supply, repair, and
maintenance of portable fire-fighting equipment are by Electrical & Mechanical Services
Department under the Service Level Agreement and all items are accounted for on separate
Inventory Record (GF 272) for portable fire-fighting equipment maintained by each Formation in
accordance with SPR 740. Stock of inventory and non-inventory stores shall be listed in the relevant
stores ledger sheet as required.

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14-10 Inventory Check and Stock Verification	09/04 09/05 14/13
<p>An officer appointed by a Formation Commander to assume responsibility for stores in that Formation shall physically check all properties and stores against the Master Inventory Ledger Report, Pol. 62, Welfare Inventory Record, Portable Fire-fighting Equipment Inventory Record (GF 272) and stock of inventory and non-inventory stores. Please refer to FPM 14-10 for the procedures. Both the handing over and the taking over officers shall sign:-</p>	
(a) the Master Inventory Ledger Report generated through STORESMAN on Force Application Menu;	08/15
(b) the Record of Handover and Take Over on Pol. 62 for those arms, ammunition and accessories maintained by individual Formation Commanders; and	
(c) the Handing Over Certificate column on the Welfare Inventory Record maintained by individual Formation;	
(d) the Handing Over Certificate on Inventory Record (GF 272) for portable fire-fighting equipment maintained by individual Formations; and	
(e) the Handing Over Certificate (GF 239) on completion of the verification on stock of inventory and non-inventory stores.	
14-11 Room/Location Inventory	09/04 14/13 08/15
<p>Room/Location Inventory Report generated through STORESMAN on Force Application Menu shall be maintained for each location in a Formation.</p>	
14-26 Handing in Clothing and Equipment	14/13
<p>An officer prior to leaving the Force shall hand in to Formation Support Office or the Police Stores all clothing, equipment and other Force articles on his personal charge, except for the exempted uniform items. The Formation Support Office shall issue an approved E-request through STORESMAN for returning of the stores items immediately so that the officer's kit list can be updated at once.</p>	
2. JPOs or IP/SIPs confirmed to Crime Formation or SW shall similarly hand in full kit, while officers of CIP rank and above confirmed to Crime Formation or SW shall retain full kit.	09/05
3. An officer who is either declared a deserter, or interdicted from duty, or a JPO transferred to reserve for any reason, shall have all articles on his charge returned to Police Stores through the Formation Support Office. The Formation Commander shall ensure that this is done without delay. Based on the kit deficiency report generated from the Kit Deficiency Control Function of STORESMAN, STA FC will then recover the cost of any outstanding article from any money due to the officer.	09/04 27/13 08/15