



General Order Number: 03-07	Effective Date: January 2010
Division: Communication and Information Management/Technology	
Chapter: Accountability for Public Safety and Public Service Radio Communications Equipment	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

To ensure that all personnel of the Prince George's County Fire/Emergency Medical Services in possession of County-owned radio communications equipment maintain adequate control of such assets and provide an accurate inventory and status of all equipment.

This procedure encompasses the responsibilities of all members and volunteers of the Prince George's County Fire/EMS Department utilizing radios licensed by the FCC to the County, for operational purposes.

DEFINITIONS

Homeland Security/Public Safety Communications – Refers to the County Agency responsible to oversee all Public Safety Communications for the Prince George's County Government

PROCEDURES / RESPONSIBILITIES

1. Responsibilities

Responsibilities of the Office of Homeland Security/Public Safety Communications

- In conjunction with the Fire/EMS Department, assess the serviceability factors of all radio communication equipment, including the following:
 - Obsolescence caused by the absence of a compatible radio system or non-conformance with current Federal Communications Commission (FCC) technical standards.
 - Actual condition of the equipment, including reparability within justifiable cost limits.
- In conjunction with the Office of Central Services and user agencies, determine the method of disposal for all radio communication equipment and batteries not meeting the criteria for retention as serviceable radio communication assets, in accordance with existing Office of Central Services procedures for disposal of surplus assets.
- Maintain an accurate written inventory of all two-way radios in possession of all County agencies. This inventory will be verified annually in accordance with instructions from the Director of the Office of Homeland Security/Public Safety Communications.
- Coordinate with other Governmental users of the County's 700 MHz radio system to ensure mobile and portable radio compatibility.
- Manage the radio system, radio maintenance vendor(s) and related contracts to ensure compliance with County contractual obligations and maintenance service level agreements.



Responsibilities of Fire/EMS Departments and Corporations authorized to operate County radios for operational purposes

- Ensure that radio communication equipment is not installed in privately owned vehicles unless approved in writing by the Director of the Office of Homeland Security/Public Safety Communications.
 - All exceptions will be submitted in writing to the Fire Chief.
 - The Fire Chief shall submit all exception requests to the Director of the Office of Homeland Security/Public Safety Communications for consideration.
 - All exception requests shall include an explanation that outlines the operational requirement for such an installation, including any applicable statistical or historical information.
- Each station Volunteer Chief and Station Officer is responsible to review the written inventory report of all two-way radios assigned to the station as compiled by the Office of Homeland Security/Public Safety Communications. This inventory shall be verified annually in accordance with instructions from the Fixed Asset Manager. (See Fixed Asset Manual.)

REFERENCES

Administrative Procedure 421

FORMS / ATTACHMENTS

Fixed Asset Manual

**Office of Central Services
Materiel Management Division**

Materiel Management Directive/Advisory No. 04-
Capital Assets Section Standard Operating Procedures

PURPOSE: To identify the process and method for identification and tracking of Capital Assets within Prince George's County.

SCOPE: This procedure describes the actions to be taken by the Materiel Management Section, Capital Assets Unit charged with the responsibility of recording, verifying and tracking Capital Assets.

AUTHORITY: **Section 602 of the Prince George's County Charter
Subtitle 10A, Section 10A-104 of the Prince George's
County Code, Prince George's County Administrative
Procedure 691**
Director, Office of Central Services
Director, Office of Finance

RESPONSIBILITY: Director, Office of Central Services
Administrator, Contract Administration and
Procurement Division

STANDARD OPERATING PROCEDURE

I. INTRODUCTION

A. General

The Prince George's County Capital Asset Procedures Manual provides comprehensive guidance on the Capital Assets Program including policy, responsibilities, and procedures applicable to the Capital Assets Section, Materiel Management Division, Office of Central Services. The routine procedures, which lend themselves to standardization and step-by-step presentation, are detailed in succeeding chapters of the Capital Assets Section Standard Operating Procedures. This presentation will be particularly helpful in orienting personnel newly assigned to the Capital

Assets Section as well as outsiders whose duties require them to learn in depth how the Capital Assets Section functions.

B. Capital Assets Section Library

In addition to Capital Assets computerized reports discussed in succeeding chapters, the Capital Assets Section supervisor is responsible for maintaining a library of all reference material needed by the Section to perform it's duties. The basic publications in the library (exclusive of the Capital Assets reports) are these:

P.G. County Capital Assets Procedures Manual, Capital Assets Section Standard Operating Procedures, Capital Assets Application Guide (FA94.04), position descriptions of Capital Assets Section members, P.G. County Detailed List of Agency/Activity Cost Centers, Central Services Description File Catalog (Numeric & Alpha Listings), Supply Services Delivery Point List, file of all Capital Assets correspondence prepared in or received by the Capital Assets Section, detailed road map of P.G. County.

C. Special Printouts of Capital Assets

These essential references are printed on a monthly basis for the Capital Asset Section. They include: The Fixed Asset Equipment Listing (FAEQ01/FAEQ02) and the CB8M report, showing any action taken by the Capital Asset Section during the month. These reports are retained by the Capital Assets Section as long as needed, or in accordance with the established retention schedule of the Records Management Center.

II. PURCHASE ORDER PROCEDURES

A. General

The Capital Assets Section receives copies of computer generated Fixed Asset Equipment Information Sheets (Attachment 1) as purchase orders are processed and screens them promptly to determine Capital Assets acquisitions. Two copies are received: A master copy to be retained in the Capital Asset file, and a key data copy which is sent to the agency Capital Asset representative for completion and return to the Capital Asset Section upon receipt of the specified equipment.

B. Reference

Chapters II & III (Sections A & B) Capital Assets Procedures Manual must be thoroughly understood before an individual takes any of the following actions on Equipment Information Sheets.

C. Actions of Capital Assets Section

1. Screens Equipment Information Sheets, marking them as Capital Assets (CA) or non-Capital Assets (NON CA) as appropriate.
2. Forwards to agency Capital Assets representatives the key data copy noting date forwarded on the master copy and maintaining the master copy in a suspense file until response is received.
3. Batches and forwards to Data Entry for deletion all information sheets which do not meet the Capital Asset criteria.
4. Upon receipt of key data copy of information sheets, keys appropriate information into the MSA System using screen 260 (Asset Short Form Maintenance, Attachment 2) as outlined in the Fixed Assets Application Guide, section 5-48 to record the Asset. Department/Agency Capital Assets representatives will be requested

to

supply any missing information before Capital Assets Section action will be completed.

D. Classification of Capital Assets

The classification of an item as a Capital Asset or non-Capital Asset by the Capital Assets Section normally will govern when the Equipment Information Sheet indicates the opposite classification. However, some controversial cases must occasionally be submitted to the Special Accounting Section, Office of Finance for resolution.

III. CAPITAL ASSETS ITEM IDENTIFICATION SHEETS & TAGGING PROCEDURES

A. General

Fixed Assets equipment information sheets, are generated daily at a rate corresponding to purchase of items with the Capital asset account number on County Purchase Orders. Primarily the form is a source document (key data copy) for identifying each Capital Asset to the Capital Assets data processing system. In addition, the master copy is a back up copy for the Capital Assets Section manual file.

B. Reference

Chapter III (Section A, Para 1 a), Capital Assets Procedures Manual
Explains the form #1852, Fixed Asset Item Identification Sheet (Attachment 3), the sources of data for it, and disposition of the three copies.

C. Actions of the Capital Assets Account Clerk

1. Contacts Department/ Agency Representatives and schedules tagging visits. NOTE: These visits will be consolidated where possible.
2. Tags Capital Assets in accordance with guidelines in Appendix II, Capital Assets Procedures Manual using a tag (Attachment 4) which corresponds with the number assigned on the Capital Asset Equipment Information Sheet.

3. Makes disposition of the completed information sheet or form 1852 as explained in Chapter III (section A, Para 1 a) Capital Assets Procedures Manual.

D. Development of Code

stock
When none exist, the Capital Assets account clerk will develop numbers, item descriptions, and organization and location codes. See procedures below in chapter VI, Capital Assets Data Processing System.

IV. PROPERTY TURN-IN PROCEDURES

A. General

The Surplus Property Acquisition and Disposal Section receives significant numbers of property turn-in reports, P.G.C Form 8 (Attachment 5) and screens them promptly to determine which ones list Capital Assets. All copies listing Capital Assets, except the one retained by the using department/ agency, are received from Surplus Property Acquisition and Disposal. The Capital Assets Section supervisor notes on the copies received that items are either Capital Assets or non-Capital Assets, and for Capital Assets further notes that they are to be transferred to Surplus Property Acquisition and Disposal. Data entry is performed to remove the Assets from the account of the agency making the turn-in

When screening the turn-in reports, the Capital Assets Section supervisor enters any missing department/agency codes, Capital Assets numbers, serial numbers or stock numbers on all copies received.

B. Reference

Chapter II (Section C) and chapter III (Section C) of the Capital Assets Procedures Manual must be thoroughly understood before an individual takes any of the following action on property turn-in reports.

C. Transfer of Capital Assets Between Agencies

The transfer of a Capital Asset from Agency A to Agency B normally will consist of one transfer from Agency A to Agency B. The Capital Assets Section will proceed as follows:

1. On receipt of the pink copy, P.G. Form 8, accompanied by PG Form 2514 Transfer of Fixed Assets (Attachment 6), the account clerk makes an entry on the form 8 and processes the transfer transaction using screen 262(Attachment 7) in the MSA System as outlined in the Capital Assets Application Guide, section 5-52. Copies of all related paperwork are forwarded to the Accounting Division and maintained in the Capital Asset File by agency.

D. Disposal of Capital Assets

The disposal of a Capital Asset turned in by an agency is accomplished by Surplus Property Acquisition and Disposal. The Capital Assets Section will proceed as follows:

1. On receipt of the second copy of the P.G. Form 8 signifying completion of the disposal action, the Capital Assets Section supervisor notes on it that the item is to be retired from the Capital Assets list (FAE/Q01, Attachment 8)
2. The account clerk retires the asset using screen 264(Attachment 9) in the MSA System as outlined in the Fixed Assets Application Guide, section 5-57.

3. The Account Clerk forwards xerographic copies of all P.G. Form 8's which reflect Capital Asset disposal actions to Special Accounting, Office of Finance.

E. Transfers within Agencies

The Capital Assets Section is notified of such a transfer by receipt of the white copy of the "Transfer of Fixed Assets," Form #2514, see page 3.20, Transfers within Agencies of the Capital Assets Procedures Manual. The account clerk makes an entry on the "Transfer of Fixed Assets Form" for each transfer and accomplishes the appropriate transaction in the MSA System using screen 260 to complete the transfer and change any required fields.

F. Distribution of Confiscated Capital Assets

Capital Assets confiscated by the police are turned into Surplus Property Acquisition and Disposal for disposal or redistribution; these items are picked up in the FAE/QO1 Report. The Capital Assets Section proceeds as follows:

1. The account Clerk prepares a form 1852 and processes a data entry transaction to record the item in the FAE/QO1 report.
2. The account clerk takes subsequent actions as explained above to record the disposal or transfer of the item.

IV. ITEM TRANSFER, RETIREMENT & CHANGE PROCEDURES

A. General

The Capital Assets Section uses the following source documents to update all computer files and reports of the Capital Assets data processing system.

"Transfer of Fixed Assets" form to transfer Assets from one agency to another and to transfer Assets within Department/ Agencies.

“Fixed Asset Equipment Information Sheet” to add Assets purchased through the automated system to the Fixed Asset List (FAE/Q01).

“PGC Form 8, Property Turn In Report to retire Assets from the Fixed asset report (FAE/Q01).

“Fixed Assets Item Identification Sheet”—To add Assets acquired outside the automated system to the Fixed Asset List (FAE/Q01). See chapter III above.

B. RETIREMENT OF CAPITAL ASSETS

The account clerk proceeds as follows:

1. Using screen 264 in the MSA system enters the asset number.
2. Enters one of the following retirement codes to indicate the disposition Method: 1- Traded In, 2- Sold, 3- Surplus, 4- Scrapped, 5- Abandoned, Lost/Stolen.
3. Enters the disposition date in the order yyyy/mm/dd.
4. In cases where it is necessary to change the asset number or the stock number of an asset the asset is retired and then reloaded with the new asset number.

C. CAPITAL ASSETS CHANGE TRANSACTION

The account clerk proceeds as follows:

1. Enters in screen 260 of the MSA System the asset number from the FAE/Q01 report. Enters in the “Request” space a “C” to bring up the record and allow change transactions to be processed.
2. Enters the new data in the appropriate field or fields. NOTE: If a cost change is involved the original cost from FAE/Q01 report must be entered

in the cost original field. This data must be stated in the form \$\$NNNNNNN and left justified; the N on the left can not be 0. Special characters can not be used in the part No. field.

V. CAPITAL ASSETS DATA PROCESSING SYSTEM

A. General

The computer produced reports titled Fixed Asset List by Organization (FAE/Q01) and Fixed Asset List by Stock Number (FAE/Q02) are the principle management tools of the Capital Assets Section. These reports are produced as of the end of each month, and copies are retained for record purposes for three years and then disposed of.

When the Y75 Report is produced a report titled Equipment-Fixed Assets Monthly Transaction Register for Finance (known as the CB8M report, Attachment 10) is produced for the primary use of Special Accounting, Office of Finance.

When the FAE/Q01 Report provides a list of Capital Assets as of the end of a given month, but the CB8M Report provides a list of transactions during a given month. The same load, transfer, change, and retirement transactions are listed in the CB8M Report, consisting of the Fixed Asset Transaction, Register by Stock Number, the Fixed Asset Transaction, Register by Asset Number, and the Fixed Asset Load, Change, Delete and Transfer Update List.

B. Capital Assets Section Actions on FAE/Q01 and CB8M Reports

On receipt of the reports the account clerk proceeds as follows:

1. Checks to determine that the dollar value totals on the CB8M Report are correct. (The total adds, minus the total deletes, plus or minus the total price changes, must equal the difference between the total dollar value of the latest FAE/Q01 Report and that of the previous months FAE/Q01 Report). Any non-match indicates a data processing system error for correction by ITD and will be pointed out to the Capital Assets Section supervisor who furnishes a written explanation to Special Accounting, Office of Finance.
2. Distributes copies of the FAE/Q01 Report: 1 for the Capital Asset file, 1 for the Capital Assets Section supervisor, and 1 for spare (which is sometimes unbound).
3. Furnishes Special Accounting, Office of Finance a copy of the FAE/Q01 Report (for temporary use) on request.
4. Distributes copies of the CB8M Report: 1 for file in the Capital Assets Section and 1 for Special Accounting, Office of Finance.

C. Development of Codes

When none exist, the Capital Assets account clerk will develop stock numbers, item descriptions, and organizational and location codes.

1. Normally, new stock numbers and item descriptions are established by entering them on form #1852's, which are labeled "P Batch." Group and class numbers come from the Defense Supply Agency Cataloging Handbook H2-1; Serial numbers are selected from P.G. County Inventory Control-Stores Stock Number Assignment Class Number and Serial Number Control List.
2. Normally organizational codes may be obtained from County Budget Books.
3. Location codes are constructed as explained in Appendix I of the Capital Assets Procedures Manual. For record purposes, the codes are entered on self- explanatory Delivery Point Code Sheet SIC (Attachment 11) with the description and location of delivery points. The sheets are forwarded to the Data entry Section, ITD for

processing and inclusion in the Delivery Point List Report (Attachment 12).

4. The rightmost position on the form 1852, or the Source of Funds field on the Capital Asset Equipment Information Sheet must contain one of the following acquisition codes: P = purchased, C = constructed, D = donated, A= abandoned/confiscated, F = found or administrative correction, S= purchased w/ state funds, U= purchased w/ federal funds.

D. Entries on the Batch Document Control Log

The account clerk proceeds as follows:

1. Enters into the Job Batch Control Log (Attachment 14) the following information from the Job-Batch control tickets (Attachment 13): Job, Batch Number, Number of Documents/Receipts, and type of Job.
2. Enters the date (mm/dd/yy) the batch is submitted to document control (Data Entry), followed by their initials.

E. Submission for Processing and Filing of Job-Batches

1. The account clerk submits through inter-office mail the Job-Batches to Data Preparation of ITD as necessary. Processing is usually completed and the Job-Batches are ready for pick-up by the account clerk on the following workday.
2. The account clerk files the job-batches by processing date in the inventory job batch folder.

List of Attachments

- Attachment 1 - Capital Asset Equipment Information Sheet
- Attachment 2 – Screen 260, Asset Short Form Maintenance Screen
- Attachment 3 – PG Form 1852, Capital Asset Item Identification Sheet
- Attachment 4 – Capital Asset Tag
- Attachment 5 – PG Form 8, Property Turn In Report
- Attachment 6 - PG Form 2514, Transfer of Capital Assets
- Attachment 7 – Screen 262, Transfer of Capital Assets
- Attachment 8 - FAE/Q01, Capital Assets Listing
- Attachment 9 - Screen 264, Retirement of Capital Assets
- Attachment 10- CB8M Report
- Attachment 11- Delivery Point Code Sheet
- Attachment 12- Delivery Point List
- Attachment 13- Job Batch Control Ticket
- Attachment 14- Job Batch Control Log
- Attachment 15- Definition of Terms

Definition of Terms

Capital Asset: Any item purchased with County/Federal Funds with an item cost of \$5000.00 or more, having a useful life greater than the current fiscal year.

Any item purchased with State Funds with an item cost of \$ 500.00 or more, having a useful life greater than the current fiscal year.

All Weapons

Non-Capital Asset: Items purchased with County, State or Federal Funds with a purchase cost below the threshold amounts outlined above or having a useful life of less than the current fiscal year.

Capital Asset Representative: Any person designated by a Department/Agency Head to act as liaison to the Materiel Management Section, Capital Asset Unit, in relation to the acquisition, inventory or disposal of County Capital Asset equipment.