

U.S. DEPARTMENT OF COMMERCE
National Technical Information Service

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Asset Management System (AMS)

New York City Police Dept Applied Technology Unit

Prepared for

National Science Foundation, Washington, D C

Jul 76

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MAR 16 1978

ACQUISITIONS

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NOTE: FOR ADDITIONAL INFORMATION CONTACT
MR. GEORGE CONNOLLY JR.,
OFFICE OF SPECIAL PROGRAMS DEVELOPMENT
(203) 412-0771 EXT. 2908

NEW YORK CITY

POLICE

DEPARTMENT

ASSET
MANAGEMENT
SYSTEM

"A M S"

SYSTEM DESCRIPTION

INITIATED BY: THE APPLIED TECHNOLOGY UNIT, N.Y.C.P.D.

DESIGNED BY: THE NAVAL UNDERWATER SYSTEM CENTER, NEW LONDON, CT.

SPONSORED BY: THE NATIONAL SCIENCE FOUNDATION

JULY, 1976

REPRODUCED BY
NATIONAL TECHNICAL
INFORMATION SERVICE
U. S. DEPARTMENT OF COMMERCE
SPRINGFIELD, VA. 22161

N O T I C E

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NEW YORK CITY POLICE DEPARTMENT

ASSET MANAGEMENT SYSTEM

SYSTEM DESCRIPTION

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NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM

A. "AMS" SYSTEM OBJECTIVES

THE OBJECT OF THE PROPOSED NEW AUTOMATED ASSET MANAGEMENT SYSTEM IS TO PROVIDE THE MOST CURRENT STATUS OF KEY FIELD SUPPORT EQUIPMENT AS TO DISTRIBUTION, LOCATION, OPERATIONAL EFFECTIVENESS AND AVAILABILITY. THE SYSTEM WILL PROVIDE, ON A TIMELY BASIS, ALL THE INFORMATION, FINANCIAL, LOGISTIC AND OTHERWISE NECESSARY TO SUPPORT THE DEPUTY COMMISSIONER OF ADMINISTRATION IN HIS RESPONSIBILITY TO REVIEW, EVALUATE, AND APPROVE ALL REQUESTS FOR NEW EQUIPMENT. REPORTS DISPLAYING THE OPERATIONAL STATUS OF ALL EQUIPMENT ON THE CURRENT INVENTORY WILL ENHANCE THE ABILITY OF THE DEPARTMENT TO EFFECTIVELY FULFILL THEIR MISSION. THE NEW SYSTEM WILL SUPPORT THE ESTABLISHMENT OF AN EQUIPMENT STANDARDIZATION PROGRAM INCLUDING PLANNED MAINTENANCE AND BALANCED FISCAL ACCOUNTABILITY. THE SYSTEM WILL BE AN AID TO ENSURE THAT THE MEN IN THE FIELD HAVE EVERY POSSIBLE TOOL TO DO THEIR JOB.

B. COMPUTER PHILOSOPHY AND FILE UPDATE

THE COMPUTER IS EXTREMELY FAST, EXTREMELY ACCURATE AND TOTALLY DEPENDENT UPON HUMAN INTERVENTION. NOTHING CAN BE TAKEN FOR GRANTED. THE MOST MINUTE INTERACTION THAT THE SYSTEM DESIGNER WANTS IN THE SYSTEM, MUST BE INCORPORATED INTO THE COMPUTER PROGRAM.

1. THE PROGRAM - A COMPUTER PROGRAM IS A SET OF INSTRUCTIONS AT THE LOWEST DETAIL LEVEL THAT CONTROLS THE COMPUTER HARDWARE THROUGHOUT THE PROCESSING OF DATA. THE PROGRAM DETERMINES WHAT THE COMPUTER WILL DO OR NOT DO TO ANY DATA ENTERED INTO THE SYSTEM.
2. THE COMPUTER RECORD - A GROUPING OF RELATED DATA FIELDS PERTAINING TO ONE CONTROLLABLE OBJECT. THE LENGTH OF A RECORD IS ESTABLISHED AS A PREDETERMINED NUMBER OF CHARACTERS.
3. THE FIELD - EACH SEPARATE DATA ELEMENT WITHIN THE RECORD. EACH FIELD IS OF A PREDETERMINED LENGTH.
4. THE COMPUTER FILE - A GROUPING OF COMPUTER RECORDS, STORED ON MAGNETIC TAPE, DISC OR STORAGE DRUM. THE RECORDS IN A FILE MAY BE STORED IN A PREDESIGNED ORDER (SEQUENTIAL) OR IN A RANDOM ORDER (NON-SEQUENTIAL).
5. RECORD IDENTIFICATION - A DATA ELEMENT THAT IS UNIQUE OR DIFFERENT FOR EVERY RECORD. ALSO KNOWN AS THE RECORD ID. FOR EXAMPLE, THE SOCIAL SECURITY NUMBER IN A PERSONNEL FILE IS UNIQUE FOR EACH RECORD.
6. FILE LAYOUT - THE DETERMINATION OF ALL THE DATA ITEMS IN A COMPUTER RECORD, NUMBER OF CHARACTERS PER ITEM, AND THE ITEMS' PLACE ON THE FILE. POSITIONS ON A COMPUTER FILE ARE NUMBERED FROM ONE TO INFINITY.
7. UPDATE PHILOSOPHY - AFTER AN INITIAL COMPUTER FILE HAS BEEN ESTABLISHED, DATA INTERACTIONS ARE ENTERED INTO THE SYSTEM BY THE USER. THIS IS KNOWN AS AN UPDATE WHICH NORMALLY IS ACCOMPLISHED IN A SCHEDULED TIME FRAME. UPDATES (INPUTS) ARE CLASSIFIED BY THREE POSSIBLE TRANSACTION CODES AND ARE IDENTIFIED TO A SPECIFIC RECORD BY THE RECORD ID.

- A. ADD TRANSACTION - AN INPUT TO THE FILE THAT WILL ADD AN ENTIRELY NEW RECORD. THE COMPUTER WILL READ THE RECORD ID OF THE INPUT AND CHECK ALL THE RECORD IDS IN THE CURRENT FILE. IF THERE IS A MATCH, THE INPUT WILL BE REJECTED. IF THERE IS NOT A MATCH, THE INPUT WILL BE ACCEPTED AS A NEW RECORD.
- B. CHANGE TRANSACTION - AN INPUT TO THE FILE THAT WILL ERASE AN EXISTING DATA ELEMENT AND REPLACE IT WITH DATA ENCODED IN THE INPUT TRANSACTION. THE COMPUTER WILL READ THE RECORD ID OF THE INPUT AND CHECK ALL THE RECORD IDS IN THE CURRENT FILE. IF THERE IS A MATCH, THE CHANGE INFORMATION WILL BE ACCEPTED. IF THERE IS NOT A MATCH, THE INPUT WILL BE REJECTED.
- C. DELETE TRANSACTION - AN INPUT TO THE FILE THAT WILL ERASE OR ELIMINATE AN ENTIRE COMPUTER RECORD, NORMALLY, THE DELETE TRANSACTION CODE AND THE RECORD ID ARE THE ONLY INFORMATION ENCODED IN THE INPUT TRANSACTION. THE COMPUTER WILL READ THE RECORD ID OF THE INPUT AND CHECK ALL THE RECORD IDS IN THE CURRENT FILE. IF THERE IS A MATCH, THE RECORD ON THE FILE WILL BE DELETED. IF THERE IS NOT A MATCH, THE INPUT WILL BE REJECTED.

8. UPDATE (INPUT) FORMATS - EACH DATA ELEMENT IN THE COMPUTER RECORD IS IDENTIFIED BY A TWO DIGIT DATA CODE. THE COMPUTER PROGRAM DEFINES THE DATA CODE, i.e. THE NUMBER OF ALLOWABLE CHARACTERS, TYPE CODING PERMITTED (ALPHA, NUMERIC OR ALPHANUMERIC) AND THE RESPECTIVE POSITION ON THE FILE. TWO INPUT FORMATS ARE USED TO UPDATE A FILE.

- A. FIXED FORMAT - CERTAIN CARD COLUMNS OF AN INPUT CARD ARE PREDESIGNATED FOR CERTAIN DATA ITEMS IN ACCORDANCE WITH THE NUMBER OF REQUIRED CHARACTERS. IF THE AMOUNT OF DATA TO BE ENTERED INTO SYSTEM REQUIRE TWO OR MORE INPUT CARDS, THE CARD NUMBERS WILL BE ENCODED. THE FIXED FORMAT IS NORMALLY USED FOR ADDING A NEW RECORD. EACH CARD MUST CONTAIN CARD NUMBER, TRANSACTION CODE RECORD ID AND DATA IN A FIXED LOCATION ON THE INPUT CARD. THE "AMS" ADD INPUT SHEET IS IN FIXED FORMAT.
- B. VARIABLE FORMAT - CERTAIN CARD COLUMNS OF AN INPUT CARD ARE PREDESIGNATED FOR THE TWO DIGIT DATA CODE. THE DATA CODE IS ENTERED FOLLOWED BY THE CORRESPONDING DATA. THE VARIABLE FORMAT RESTRICTS THE INPUT TO ONE DATA ELEMENT PER CARD. EACH CARD MUST CONTAIN TRANSACTION CODE, RECORD ID AND DATA CODE FOLLOWED BY THE CORRESPONDING DATA. THE "AMS" CHANGE INPUT SHEET IS IN VARIABLE FORMAT.

9. NORMAL UPDATE PROCEDURE - THE UPDATING OF A COMPUTER FILE WITH ADD, CHANGE AND DELETE INFORMATION IS USUALLY A PRE-SCHEDULED EVENT. ALL INPUT SHEETS ARE GATHERED, KEYPUNCHED, SORTED IN SOME LOGICAL SEQUENCE AND LISTED. THE INPUT LISTINGS ARE RETAINED BY THE USER FOR REFERENCE PURPOSES.

10. SYSTEM CONTROL - THE QUARTERMASTER HAS THE OVERALL RESPONSIBILITY FOR THE ASSET MANAGEMENT SYSTEM. IT IS THEREFORE IMPERATIVE THAT EVERY ADD, CHANGE OR DELETE ENTERED INTO THE SYSTEM MUST BE RECEIVED BY THE QUARTERMASTER COMMAND.

11. SYSTEM INTEGRITY - THE INFORMATION YOU RECEIVE OUT OF THE SYSTEM IS ONLY AS VALID AS THE DATA YOU PUT INTO THE SYSTEM. YOU, THE COMMANDS WHO USE THE SYSTEM, ARE THEREFORE RESPONSIBLE FOR ENSURING THE HIGHEST DEGREE OF ACCURACY POSSIBLE WHEN PREPARING UPDATES TO THE SYSTEM. REMEMBER, THE HIGHER THE LEVEL OF DATA ACCURACY, THE MORE CONFIDENCE THE COMMANDS WILL HAVE IN THE "AMS" SYSTEM.

PROJECT ASSET MANAGEMENT SYSTEM
PROJECT LEADER: WILLIAM J. MCGRATH

FILE LAYOUT
FILE NAME: AMS MASTER FILE

FOLD →

DRAWN BY: A. J. Silva DATE: OCTOBER 25, 1975
CONCURRED: [Signature] PAGE 1 OF 1

RECORD ID		EQUIPMENT NAME										EQUIPMENT DESCRIPTION										MANUFACTURER'S NAME										MANUFACTURER'S MODEL NUMBER										MANUFACTURER'S SERIAL NUMBER										YR / A OF / MFG / E	
CLASS	TAG NO																																																				
01																																																					

YR ACQ DATE	DEPARTMENT CONTROL NUMBER					ACQ DATE		ACQUISITION COST		ACQ COST		GRANT NUMBER		GRANT EXPIRATION DATE		LESSOR						LEASE/ RENTAL EXP DATE			S E R V I C E C O N T R A C T N O .	SERVICE CONTRACT EXP DATE		WARRANTY EXPIRATION DATE		REQUISITION NUMBER		PURCHASE ORDER NUMBER		USE LIF																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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NEW YORK CITY POLICE DEPARTMENT

DEFINITIONS: ASSET MANAGEMENT SYSTEM

DATE: 20 OCTOBER 1975 ANALYST: MC GRATH/SHUTT

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DATA CODE	TAPE POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
IDENTIFICATION DATA				
01	(01-09)		RECORD IDENTIFIER	
	01-04	9(4)	EQUIPMENT CLASSIFICATION CODE	A FOUR DIGIT NUMERIC CODE INDICATING THE CLASSIFICATION OF EQUIPMENT AS DEFINED BY THE QUARTERMASTER OF THE NEW YORK CITY POLICE DEPARTMENT. THE FIRST & SECOND DIGITS INDICATE THE PRIMARY CLASSIFICATION AND THE THIRD & FOURTH DIGITS INDICATE THE SPECIFIC TYPE EQUIPMENT WITHIN THE PRIMARY CLASSIFICATION.
	05	X	FILLER	
	06-09	9(4)	TAG NUMBER	A FOUR DIGIT SEQUENTIAL NUMBER ASSIGNED TO THE EQUIPMENT UPON RECEIPT BY THE NYCPD. THE NUMBERED TAG WILL BE PHYSICALLY AFFIXED TO THE EQUIPMENT. <u>THE CLASSIFICATION NUMBER AND THE TAG NUMBER COMBINED MAKE UP THE RECCRD IDENTIFIER.</u>
02	10-29	X(20)	EQUIPMENT NAME	THE NOUN NAME OF THE EQUIPMENT MUST BE LEFT JUSTIFIED ON INPUT SHEETS. A STANDARD SPELLING MUST BE USED FOR ALL LIKE TYPES OF EQUIPMENT.
03	30-49	X(20)	EQUIPMENT DESCRIPTION	A BRIEF DESCRIPTION OF SUBJECT EQUIPMENT SUCH AS WEIGHT, HEIGHT, WIDTH, LENGTH, COLOR, ETC. ANY ADDITIONAL PERTINENT DESCRIPTIVE INFORMATION DESIRED.
04	50-69	X(20)	MANUFACTURER'S NAME	THE NAME OF THE MANUFACTURER OF THE EQUIPMENT. A STANDARD SPELLING MUST BE USED FOR ALL ITEMS SUPPLIED BY THE SAME MANUFACTURER.
05	70-79	X(10)	MANUFACTURER'S MODEL	THE MODEL DESIGNATOR ASSIGNED BY THE MANUFACTURER. INPUT FORMAT MUST BE CONSISTENT BY ELIMINATING ALL EXTRANEOUS

NEW YORK CITY POLICE DEPARTMENT

DEFINITIONS: ASSET MANAGEMENT SYSTEM

DATE: 20 OCTOBER 1975 ANALYST: MC GRATH/SHUTT

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DATA CODE	TAPE POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
06	80-97	X(18)	MANUFACTURER'S SERIAL NUMBER	CHARACTERS SUCH AS DASHES, SLASHES, SPACES, ETC., AND MUST BE RIGHT ADJUSTED. THE SERIAL NUMBER OF THE EQUIPMENT ASSIGNED BY THE MANUFACTURER. INPUT FORMAT MUST BE CONSISTENT BY ELIMINATING ALL EXTRANEOUS CHARACTERS SUCH AS DASHES, SLASHES, SPACES, ETC., AND MUST BE RIGHT JUSTIFIED.
07	98-99	9(2)	YEAR OF MANUFACTURE	THE LAST TWO DIGITS OF THE YEAR IN WHICH THE EQUIPMENT WAS MANUFACTURED.
08	100	X	YEAR OF MANUFACTURE; ACTUAL OR ESTIMATED	CODE INDICATING THE SOURCE OF THE YEAR OF MANUFACTURE. ALLOWABLE CODING: A = ACTUAL E = ESTIMATED
09	101	X	TRAINING CODE	CODE INDICATING THE NEED FOR ABOVE NORMAL, SPECIALIZED TRAINING REQUIRED TO UTILIZE THE EQUIPMENT. ALLOWABLE CODING: Y = YES, HIGHLY SPECIALIZED TRAINING OR QUALIFICATIONS IS REQUIRED TO UTILIZE EQUIPMENT. N = NO, ABOVE NORMAL TRAINING OR QUALIFICATIONS IS NOT REQUIRED TO UTILIZE THE EQUIPMENT.
10	102	X	TAGGED CODE	A CODE INDICATING WHETHER OR NOT THE ASSIGNED EQUIPMENT TAG HAS BEEN PHYSICALLY ATTACHED TO THE EQUIPMENT. IN CASES WHERE THE EQUIPMENT IS NOT PHYSICALLY TAGGED, THE TAG SHOULD BE ATTACHED TO THE RECEIPT DOCUMENT ON FILE AT THE CONTROL COMMAND. ALLOWABLE CODING: Y = YES, ITEM IS PHYSICALLY TAGGED N = NO, ITEM IS NOT PHYSICALLY TAGGED

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DEFINITIONS: ASSET MANAGEMENT SYSTEM

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DATA CODE	TAPE POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
11	103-114	X(12)	DEPARTMENT CONTROL NUMBER	AN INTERNAL CONTROL NUMBER ASSIGNED BY THE DEPARTMENT. THERE IS NO OVERALL DEPARTMENT POLICY REGARDING CONTROL NUMBER ASSIGNMENT OR CONFIGURATION AND THUS NOT ALL EQUIPMENT WILL HAVE AN ASSIGNED DEPARTMENT NUMBER, WHEREAS ALL EQUIPMENT BEING CONTROLLED BY THE AMS FILE <u>MUST BE</u> ASSIGNED A CLASSIFICATION AND TAG NUMBER.
ACQUISITION DATA				
12	115-118	9(4)	ACQUISITION DATE	THE DATE THE EQUIPMENT WAS ACQUIRED BY THE NYCPD. EXPRESSED MMY. .
13	119	X	ACQUISITION DATE: ACTUAL OR ESTIMATED	A CODE INDICATING THE SOURCE OF THE ACQUISITION DATE (DATA CODE 13) ALLOWABLE CODING: A = ACTUAL E = ESTIMATED
14	120-127	9(8)	ACQUISITION COST/ MONTHLY RENTAL COST	THE DOLLAR VALUE OF THE EQUIPMENT AT THE TIME ACQUIRED BY NYCPD. IF ACQUIRED AS CONVERTED PROPERTY; (I.E., DATA CODE 17 = TO CP OR GI), AT NO EXPENSE TO NYC, THE DOLLAR VALUE AT THE TIME ACQUIRED SHOULD BE REALISTICALLY ESTIMATED TO REFLECT THE TRUE DOLLAR VALUE OF NYCPD ASSETS. IF THE ITEM IS LEASED OR RENTED (I.E., DATA CODE 17 = TO RL OR LG) THE DOLLAR VALUE SHOULD BE THE MONTHLY RENTAL OR LEASE COST TO THE DEPARTMENT. THE COST MUST ALWAYS BE EXPRESSED IN WHOLE DOLLARS ROUNDED AND RIGHT ADJUSTED ON INPUT SHEETS.
15	128	X	ACQUISITION COST; ACTUAL OR ESTIMATED	CODE INDICATING WHETHER OR NOT THE COST POSTED IN DATA CODE 15 IS ACTUAL OR ESTIMATED. ALLOWABLE CODING: A = ACTUAL E = ESTIMATED

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DATA CODE	NAME POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
16	119-130	X(2)	ACQUISITION CODE	CODE INDICATING THE MANNER IN WHICH THE EQUIPMENT WAS ACQUIRED BY NYCPD. ALLOWABLE CODING: NY - PURCHASED WITH N.Y. CITY FUNDS CP - CONVERTED PROPERTY GI - GAINED BY INVENTORY RL - RENTED OR LEASED WITH N.Y. CITY FUNDS LG - LEASED BY GRANT FG - PURCHASED BY FEDERAL GRANT SG - PURCHASED BY STATE GRANT MS - MEMBERS OF THE SERVICE
17	131-136	X(6)	GRANT NUMBER	IDENTIFICATION NUMBER OF THE STATE OR FEDERAL GRANT. THIS FIELD IS REQUIRED ONLY IF DATA CODE 16 IS EQUAL TO: LG FG SG
18	137-142	9(6)	GRANT EXPIRATION DATE	THE EXPIRATION DATE OF A FEDERAL OR STATE GRANT FUNDED ITEM, USE OF FEDERAL OR STATE GRANT FUNDED EQUIPMENT IS LIMITED TO THE PURPOSE ACQUIRED UNTIL THE EXPIRATION DATE OF THE GRANT, AT WHICH TIME IT MAY REVERT TO GENERAL USE. EXPRESSED MMDDYY.
19	143-162	X(20)	LESSOR	THE LEASE OR RENTAL HOLDER OF EQUIPMENT RENTED OR LEASED BY NYCPD. THE FIELD SHOULD BE FUNCTIONED ONLY IF ACQUISITION CODE (DATA CODE 16) IS EQUAL TO RL OR LG.
20	163-168	9(6)	LEASE/RENTAL EXPIRATION DATE	THE DATE OF THE EXPIRATION OF THE LEASE OR RENTAL PERIOD OF THE ITEM. REQUIRED ONLY IF ACQUISITION CODE (DATA CODE 16) IS EQUAL TO RL OR LG. EXPRESSED MMDDYY.
21	159	X	SERVICE CONTRACT CODE	CODE INDICATING WHETHER OR NOT THE ITEM IS COVERED BY A SERVICE CONTRACT AGREEMENT. ALLOWABLE CODING: Y = YES, ITEM IS COVERED BY A SERVICE CONTRACT N = NO, ITEM IS NOT COVERED BY A SERVICE CONTRACT

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DATA CODE	TAPE POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
22	173-175	9(6)	SERVICE CONTRACT EXPIRATION DATE	THE DATE THE SERVICE CONTRACT EXPIRES. FIELD IS REQUIRED ONLY IF SERVICE CONTRACT CODE (DATA CODE 21) IS EQUAL TO Y. EXPRESSED MMDDYY.
23	176	X	WARRANTY CODE	CODE INDICATES IF EQUIPMENT IS UNDER WARRANTY. ALLOWABLE CODING: Y = WARRANTY IN EFFECT N = NO WARRANTY
24	177-182	9(6)	WARRANTY EXPIRATION DATE	THE DATE THE WARRANTY ON THE ITEM EXPIRES. THIS FIELD MUST BE UTILIZED ONLY IF WARRANTY CODE (DATA CODE 23) IS EQUAL TO W. EXPRESSED MMDDYY.
25	183-190	X(8)	REQUISITION NUMBER	THE QUARTERMASTER'S REQUISITION NUMBER (FORM NYC50). FIRST 2 DIGITS INDICATE THE YEAR OF THE REQUISITION, REMAINING 6 DIGITS ARE ASSIGNED BY THE QUARTERMASTER.
26	191-198	X(8)	PURCHASE ORDER NUMBER	THE IDENTIFICATION NUMBER OF THE PURCHASE ORDER ASSIGNED BY THE DEPARTMENT OF PURCHASE. FIRST 2 DIGITS INDICATE THE YEAR OF THE PURCHASE ORDER, THE REMAINING 6 DIGITS ARE ASSIGNED BY THE DEPARTMENT OF PURCHASE.
27	199-200	9(2)	USEFUL LIFE	THE ESTIMATED USEFUL LIFE OF THE EQUIPMENT - EXPRESSED IN YEARS.
← ASSIGNMENT DATA →				
28	201-203	9(3)	CONTROL COMMAND	THIS CODE ASSIGNED BY THE DEPARTMENT QUARTERMASTER IDENTIFIES THE COMMAND TO WHOM THE EQUIPMENT WAS INITIALLY ISSUED. FOR A COMPLETE LIST OF COMMAND CODES SEE ATTACHMENT 2, "COMMAND CODE TABLE".
29	204-206	9(3)	ASSIGNED COMMAND	CODE INDICATES THE COMMAND THAT HAS INVENTORY RESPONSIBILITY OF THE EQUIPMENT. FOR A COMPLETE LIST OF COMMAND CODES SEE ATTACHMENT 2, "COMMAND CODE TABLE".

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DATA CODE	ALPH POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
30	207-210	9(4)	ASSIGNED DATE	THE DATE THE EQUIPMENT WAS RECEIVED BY THE ASSIGNED COMMAND. EXPRESSED MMYY.
31	211	X	ASSIGNED DATE: ACTUAL/ESTIMATED	CODE INDICATING THE SOURCE OF THE EQUIPMENT DATE. ALLOWABLE CODING: A = ACTUAL E = ESTIMATED
32	212	X	LOANABLE CODE	CODE INDICATING THE LOANABILITY OF THE EQUIPMENT BY THE ASSIGNED COMMAND. ALLOWABLE CODING: Y = YES, ITEM CAN BE LOANED BETWEEN COMMANDS N = NO, ITEM CANNOT BE LOANED BY THE CONTROL COMMAND.
33	213-215	9(3)	LOANED TO COMMAND	CODE INDICATING THE COMMAND IF OTHER THAN THE CONTROL OR ASSIGNED COMMAND WHO HAS BORROWED THE EQUIPMENT FOR A PERIOD OF THIRTY DAYS OR MORE. FOR A COMPLETE LIST OF COMMAND CODES SEE ATTACHMENT 2, "COMMAND CODE TABLE".
34	216-221	9(6)	LOANED DATE	DATE ITEM WAS LOANED BY THE ASSIGNED COMMAND. EXPRESSED MMDDYY.
35	222-227	9(6)	RETURN DUE DATE	THE DATE THE ASSIGNED COMMAND EXPECTS RETURN OF THE LOANED ITEM. EXPRESSED MMDDYY.
OPERATIONAL DATA				
36	228	9	OPERATIONAL STATUS CODE	CODE INDICATING THE CURRENT OPERATIONAL STATUS OF THE EQUIPMENT. ALLOWABLE CODING: 1. SERVICEABLE 2. MISSING (LOST OR STOLEN) 3. OUT OF SERVICE FOR REPAIRS 4. RETURNED TO SERVICE 5. AVAILABLE SPACE 6. AWAITING DISPOSITION 7. TECHNICALLY OBSOLETE 8. CONFISCATED

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DATA CODE	TAPE POSITIONS	FIELD SIZE	TITLE	DEFINITION
37	229-232	9(4)	OPERATIONAL STATUS DATE	THE DATE OF THE ACTION AS CODED IN OPERATIONAL STATUS CODE (DATA CODE 36). EXPRESSED MMYY.
38	223	9	INVENTORY CODE	CODE INDICATING THE ANNUAL INVENTORY STATUS OF THE ITEM. ALLOWABLE CODING: 1 = INVENTORY LIST FORWARDED TO ASSIGNED COMMAND. (COMPUTER GENERATED) 2 = INVENTORIED AND ACCOUNTED FOR BY ASSIGNED COMMAND.
39	234-239	9(6)	INVENTORY ACTION DATE	THE DATE OF THE OCCURRENCE OF THE INVENTORY CODE ACTION (DATA CODE 38). EXPRESSED MMDDYY.
REPAIR DATA				
40	240-259	X(20)	REPAIR VENDOR	THE NAME OF THE VENDOR CONTRACTED TO REPAIR THE EQUIPMENT IF IT IS REPAIRED OUTSIDE THE DEPARTMENT.
41	260-265	9(6)	OUT OF SERVICE DATE	THE DATE THE EQUIPMENT WAS PLACED IN OPERATIONAL STATUS CODE 3 (DATA CODE 36). EXPRESSED MMDDYY.
42	266-271	9(6)	IN SERVICE DATE	THE DATE THE EQUIPMENT WAS PLACED IN OPERATIONAL STATUS CODE 4 (DATA CODE 36). EXPRESSED MMDDYY.
43	272-276	9(5)	REPAIR COSTS YEAR TO DATE	THE TOTAL COST OF ALL REPAIRS PERFORMED BY OUTSIDE VENDORS TO THE EQUIPMENT DURING THE CURRENT FISCAL YEAR. COSTS ARE TO EXPRESSED IN WHOLE DOLLARS, ROUNDED.
44	277-282	9(6)	REPAIR COSTS INCEPTION-TO-DATE	THE TOTAL COST OF ALL REPAIRS TO THE EQUIPMENT DURING THE CURRENT USEFUL LIFE, EXPRESSED IN WHOLE DOLLARS, ROUNDED.
45	283-285	9(3)	DOWNTIME	THE NUMBER OF DAYS THE EQUIPMENT HAS BEEN OUT OF SERVICE FOR REPAIRS SINCE ACQUISITION. (COMPUTER GENERATED FROM IN/OUT SERVICE DATES.)

DATA CODE	DATE PORTIONS	FIELD SIZE	TITLE	DEFINITION
46	286-287	9(2)	REPAIR FREQUENCY	THE NUMBER OF TIMES THE EQUIPMENT HAS BEEN OUT OF SERVICE FOR REPAIRS SINCE ACQUISITION. (COMPUTER GENERATED INCREMENTALLY FROM OPERATIONAL CODES.)
DISPOSITION DATA				
47	288	9	DISPOSITION CODE	CODE INDICATING THE MANNER OF DISPOSITION OF THE EQUIPMENT. ALLOWABLE CODING: 1 = CONDEMNED DESTROY 5 = CANNIBALIZED 2 = CONDEMNED SALVAGE 6 = ACCIDENT 3 = RELINQUISHED SOLD 7 = BUDGET REPLENISHMENT 4 = RELINQUISHED TRANSFERRED 8 = EXCESSIVE REPAIRS
48	289-294	9(6)	DISPOSITION DATE	THE DATE OF THE DISPOSITION ACTION. EXPRESSED MMDDYY.
49	295-298	9(4)	RELINQUISHMENT DOCUMENT NUMBER	THE APPLICABLE DOCUMENT IDENTIFICATION NUMBER RECORDED WHEN THE EQUIPMENT IS RELINQUISHED. (DATA CODE 47 EQUAL TO 3 OR 4).
TECHNICAL DATA				
50	299-310	X(12)	CHARACTERISTIC FIELD 1	THIS FIELD WILL BE USED TO IDENTIFY CERTAIN CHARACTERISTICS RELATED TO THE EQUIPMENT. USE IS AT THE OPTION OF THE CONTROL COMMAND. DATA MUST BE LEFT ADJUSTED. FORMAT MUST BE CONSISTENT FOR EACH LIKE PIECE OF EQUIPMENT.
51	311-322	X(12)	CHARACTERISTIC FIELD 2	SAME AS DATA CODE 50.
52	323-334	X(12)	CHARACTERISTIC FIELD 3	SAME AS DATA CODE 50.
53	335-346	X(12)	CHARACTERISTIC FIELD 4	SAME AS DATA CODE 50.
54	347-358	X(12)	CHARACTERISTIC FIELD 5	SAME AS DATA CODE 50.
55	359-370	X(12)	CHARACTERISTIC FIELD 6	SAME AS DATA CODE 50.

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DATA CODE	TAPE POSITIONS	FIELD SIZE	T I T L E	D E F I N I T I O N
56	371-382	X(12)	CHARACTERISTIC FIELD 7	SAME AS DATA CODE 50
57	383-394	X(12)	CHARACTERISTIC FIELD 8	SAME AS DATA CODE 50
58	395-406	X(12)	CHARACTERISTIC FIELD 9	SAME AS DATA CODE 50
59	407-418	X(12)	CHARACTERISTIC FIELD 10	SAME AS DATA CODE 50
60	419-430	X(12)	CHARACTERISTIC FIELD 11	SAME AS DATA CODE 50
61	431-442	X(12)	CHARACTERISTIC FIELD 12	SAME AS DATA CODE 50

NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
ADD TRANSACTION INSTRUCTIONS

NOTE: SEE ATTACHMENT 1 "FILE DEFINITIONS" FOR DETAILED EXPLANATION OF ALL DATA ITEMS.

- 1 CLASS CODE - SEE ATTACHMENT 2 FOR DETAILED DEFINITIONS.
- 2 TAG NUMBER - MUST BE COMPLETELY FILLED-IN. ZERO FILL (PRECEDING ZEROES) IF REQUIRED.
- 3 EQUIPMENT NAME - LEFT ADJUST STARTING IN CARD COLUMN 12.
- 4 EQUIPMENT DESCRIPTION - LEFT ADJUST STARTING IN CARD COLUMN 32.
- 5 MANUFACTURER'S NAME - LEFT ADJUST STARTING IN CARD COLUMN 52.
- 6 YEAR OF MANUFACTURE - LAST TWO DIGITS OF THE APPROPRIATE YEAR.
- 7 YEAR OF MANUFACTURE - A/E - MUST ENTER AN "A" OR AN "E". (ACTUAL OR ESTIMATED)
- 8 TRAINING CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 9 TAG CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 10 MANUFACTURER'S MODEL NUMBER OR NAME - MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 11 MANUFACTURER'S SERIAL NUMBER - MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 12 ACQUISITION DATE - MONTH AND YEAR - ZERO FILL MONTH IF NECESSARY (EX. 01 IS JANUARY)
- 13 ACQUISITION DATE - A/E - MUST ENTER AN "A" OR AN "E" (ACTUAL OR ESTIMATED)
- 14 ACQUISITION COST (WHOLE DOLLARS) - MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 15 ACQUISITION COST - A/E - MUST ENTER AN "A" OR AN "E". (ACTUAL OR ESTIMATED)
- 16 ACQUISITION CODE - TWO POSITION ALPHABETIC CODE; MUST AGREE WITH THE ALLOWABLE CODING LISTED AT THE BOTTOM OF THE TAG SHEET.
- 17 WARRANTY CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 18 WARRANTY EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY, AND YEAR.) ZERO FILL MONTH AND DAY IF NECESSARY. EX: JANUARY 2ND IS 01-02) IF WARRANTY CODE IS "Y" (YES) THIS FIELD MUST BE FILLED.

ADD TRANSACTION INSTRUCTIONS CONT.

- 19 USEFUL LIFE - YEARS - ZERO FILL IF NECESSARY. EX: 8 YEARS IS 08.
- 20 CONTROL COMMAND CODE - SEE ATTACHMENT 3 FOR APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND.
- 21 ASSIGNED COMMAND CODE - SEE ATTACHMENT 3 FOR APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND.
- 22 ASSIGNED DATE - MONTH AND YEAR - ZERO FILL MONTH IF NECESSARY. EX: APRIL IS 04.
- 23 ASSIGNED DATE - A/E - MUST ENTER AN "A" OR AN "E". (ACTUAL OR ESTIMATED)
- 24 LOANABLE CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 25 OPERATIONAL STATUS CODE - ONE POSITION NUMERIC CODE; MUST AGREE WITH THE ALLOWABLE CODING LISTED AT THE BOTTOM OF THE INPUT SHEET.
- 26 REQUISITION NUMBER - (2 DIGIT YEAR; 6 DIGIT NUMBER) ZERO FILL REQUISITION NUMBER IF NECESSARY.
- 27 PURCHASE ORDER NUMBER - (2 DIGIT YEAR; 6 DIGIT NUMBER) ZERO FILL PURCHASE ORDER NUMBER IF NECESSARY.
- 28 GRANT NUMBER - MUST BE RIGHT JUSTIFIED. ZERO FILL THIS FIELD IF NECESSARY.
- 29 GRANT EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: MARCH 4TH IS 03-04.) IF THE GRANT NUMBER IS FILLED IN, THIS FIELD MUST BE FILLED.
- 30 CHARACTERISTICS 1 THROUGH 12 - USE OF THESE FIELDS IS AT THE DISCRETION OF THE CONTROLLING COMMANDS. BEFORE USING, CONTACT THE QUARTERMASTER, CAPTAIN RICHARD COLLIERO, 374-3502.
- 31 EQUIPMENT LESSOR - THE COMPANY FROM WHOM APPROPRIATE EQUIPMENT WAS LEASED. THIS FIELD MUST BE LEFT ADJUSTED STARTING ON CARD COLUMN 12.
- 32 LEASE EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: JULY 9TH IS 07-09)
- 33 SERVICE CONTRACT CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 34 SERVICE CONTRACT EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: FEBRUARY 6TH IS 02-06) IF THE SERVICE CONTRACT CODE IS "Y", THIS FIELD MUST BE FILLED.

NOTE: ITEMS 31, 32, 33 AND 34 ARE TO BE UTILIZED ONLY WHEN THE APPLICABLE EQUIPMENT IS LEASED.

(7) (8) 2

200-11111-11111

NOTE: (A/E): A = ACTUAL E = ESTIMATED



NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
CHANGE TRANSACTION INSTRUCTIONS

NOTE: SEE ATTACHMENT 1, "FILE DEFINITIONS" FOR DETAILED
EXPLANATION OF ALL DATA ITEMS.

- 1 CLASS CODE -- SEE ATTACHMENT 2 FOR DETAILED DEFINITIONS.
- 2 TAG NUMBER -- MUST BE COMPLETELY FILLED-IN. ZERO FILL (PRECEDING ZEROS) IF REQUIRED.
- 3 EQUIPMENT NAME -- LEFT ADJUST STARTING IN CARD COLUMN 13.
- 4 EQUIPMENT DESCRIPTION -- LEFT ADJUST STARTING IN CARD COLUMN 13.
- 5 MANUFACTURER'S NAME -- LEFT ADJUST STARTING IN CARD COLUMN 13.
- 6 MANUFACTURER'S MODEL NUMBER OR NAME -- MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 7 MANUFACTURER'S SERIAL NUMBER -- MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 8 YEAR OF MANUFACTURE -- LAST TWO DIGITS OF THE APPROPRIATE YEAR.
- 9 YEAR OF MANUFACTURE - A/E -- MUST ENTER AN "A" OR AN "E". (ACTUAL OR ESTIMATED)
- 10 TRAINING CODE -- MUST ENTER A "Y" OR "N", (YES OR NO)
- 11 TAGGED CODE -- MUST ENTER A "Y" OR "N", (YES OR NO)
- 12 DEPARTMENT CONTROL NUMBER -- MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 13 ACQUISITION DATE - MONTH AND YEAR -- ZERO FILL MONTH IF NECESSARY (EX: 05 IS MAY)
- 14 ACQUISITION DATE - A/E -- MUST ENTER AN "A" OR AN "E" (ACTUAL OR ESTIMATED)
- 15 ACQUISITION CODE - (CREDIT DELAYS) -- MUST BE RIGHT ADJUSTED. IT IS NOT NECESSARY TO ZERO FILL THIS FIELD.
- 16 ACQUISITION CODE - A/E -- MUST ENTER AN "A" OR AN "E". (ACTUAL OR ESTIMATED)
- 17 ACQUISITION CODE -- TWO POSITION ALPHABETIC CODE; MUST AGREE WITH THE ALLOWABLE CODING PRINTED ON THE INPUT SHEET.
- 18 GRANT NUMBER -- MUST BE RIGHT JUSTIFIED. ZERO FILL THIS FIELD IF NECESSARY.

CHANGE TRANSACTION INSTRUCTIONS CONT.

- 19 GRANT EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: MARCH 4TH IS 03-04). IF THERE IS AN EXISTING GRANT NUMBER, THIS FIELD MUST BE FILLED.
- 20 EQUIPMENT LESSOR - THE COMPANY FROM WHOM APPROPRIATE EQUIPMENT WAS LEASED. THIS FIELD MUST BE LEFT ADJUSTED STARTING IN CARD COLUMN 13.
- 21 LEASE/RENTAL EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: FEBRUARY 6TH IS 02-05)
- 22 SERVICE CONTRACT CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 23 SERVICE CONTRACT EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: JULY 9TH IS 07-09). IF THE SERVICE CONTRACT CODE IS "Y" (YES), THIS FIELD MUST BE FILLED.
- 24 WARRANTY CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 25 WARRANTY EXPIRATION DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: JANUARY 2ND IS 01-02). IF WARRANTY CODE IS "Y" (YES), THIS FIELD MUST BE FILLED.
- 26 ACQUISITION NUMBER - (2 DIGIT YEAR, 6 DIGIT NUMBER) ZERO FILL ACQUISITION NUMBER IF NECESSARY.
- 27 PURCHASE ORDER NUMBER - (2 DIGIT YEAR, 6 DIGIT NUMBER) ZERO FILL PURCHASE ORDER IF NECESSARY.
- 28 USEFUL LIFE (YEARS) - ZERO FILL IF NECESSARY EX: 8 YEARS IS 08.
- 29 CONTROL COMMAND - SEE ATTACHMENT 3 FOR APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND.
- 30 ASSIGNED COMMAND - SEE ATTACHMENT 3 FOR APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND.
- 31 ASSIGNED DATE - MONTH AND YEAR - ZERO FILL MONTH IF NECESSARY. EX: APRIL 15 04.
- 32 ASSIGNED DATE - A/E - MUST ENTER AN "A" OR AN "E" (ACTUAL OR ESTIMATED)
- 33 LOANABLE CODE - MUST ENTER A "Y" OR "N" (YES OR NO)
- 34 LOANED TO COMMAND CODE - SEE ATTACHMENT 3 FOR APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND.
- 35 LOANED DATE - (TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: MARCH 01 03-06). IF LOANED TO COMMAND CODE AND LOANABLE CODE (DATA CODES 33 AND 34) ARE FILLED, THIS FIELD MUST BE FILLED.

CHANGE TRANSACTION INSTRUCTIONS CONT.

36. RETURN DUE DATE - TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: MARCH 6TH IS 03-06). IF LOANED TO COMMAND CODE AND LOANED DATE (DATA CODES 33 AND 34) ARE FILLED, THIS FIELD MUST BE FILLED.
37. OP RATIONAL STATUS CODE - ONE POSITION NUMERIC CODE; MUST AGREE WITH 36 ALLOWABLE CODING LISTED ON THE INPUT SHEET.
38. OPERATIONAL STATUS DATE - MONTH AND YEAR - ZERO FILL MONTH IF NECESSARY. EX: APRIL IS 04.
39. INVENTORY CODE - MUST ENTER A "1" OR "2".
40. INVENTORY ACTION DATE - TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND YEAR IF NECESSARY. EX: FEBRUARY 4TH IS 02-04.
41. REPAIR VENDOR - THE COMPANY PERFORMING THE EQUIPMENT REPAIR. THIS FIELD MUST BE LEFT ADJUSTED, STARTING IN COLUMN 45.
42. OUT OF SERVICE DATE - TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: MARCH 27TH IS 03-07.
43. IN SERVICE DATE - TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: APRIL 5TH IS 04-05.
44. REPAIR COST - YEAR TO DATE (WHOLE DOLLARS) - MUST BE RIGHT ADJUSTED. IF IS NOT NECESSARY TO ZERO FILL THIS FIELD.
45. REPAIR COST - INCEPTION TO DATE (WHOLE DOLLARS) - MUST BE RIGHT ADJUSTED. IF IS NOT NECESSARY TO ZERO FILL THIS FIELD.
46. DOWNTIME (IN DAYS) - MUST BE RIGHT ADJUSTED. ZERO FILL IF NECESSARY. EX: 27 DAYS IS 027.
47. REPAIR COUNT - NUMBER OF TIMES THE APPROPRIATE EQUIPMENT EQUIPMENT HAS BEEN REPAIRED. MUST BE RIGHT ADJUSTED. ZERO FILL IF NECESSARY. EX: THREE TIMES IS 03.
48. DISPOSITION CODE - ONE POSITION NUMERIC CODE. MUST AGREE WITH 36 ALLOWABLE CODING LISTED ON THE CHANGE INPUT SHEET.
49. DISPOSITION DATE - TWO POSITIONS EACH FOR MONTH, DAY AND YEAR. ZERO FILL MONTH AND YEAR IF NECESSARY. EX: MAY 19TH IS 05-03.
50. REQUISITION DOCUMENT NUMBER - MUST BE RIGHT ADJUSTED. THIS FIELD WILL ONLY BE USED BY THE QUARTERMASTER.
51. CHARACTERISTICS - THROUGH 12 - ONE OF THESE LINES IS AT THE DISCRETION OF THE CONTROLLING COMMANDS. BEFORE USING, CONTACT THE QUARTERMASTER, CAPTAIN RICHARD COLEMAN, 374-3902.

FROM COMMAND: _____

PREPARED BY: _____ PHONE: _____

DATE _____

INSTRUCTION SHEET

FILE	PRIMS	FILE IDENT										DUPE YES ALL CARDS	FORM MUST BE FILLED OUT IN RED
		CLASS CODE (1)					TAG NUMBER (2)						
E	C												
1	2	3	4	5	6	7	8	9	10				

[illegible]

EQUIPMENT NAME	(3)	(1)	0, 2
EQUIPMENT DESCRIPTION	(4)	(1)	0, 3
MANUFACTURER'S NAME	(5)	(1)	0, 4
MANUFACTURER'S MODEL NUMBER	(6)	(1)	0, 5
MANUFACTURER'S SERIAL NUMBER	(7)	(1)	0, 6
YEAR OF MANUFACTURE	(8)		0, 9
YEAR OF MANUFACTURE (A OR E)	(9)		0, 3
TRAINING CODE (Y OR N)	(10)		0, 9
TAGGED CODE (Y OR N)	(11)		1, 0
DEPARTMENT CONTROL NUMBER	(12)		1, 1

(1) A = ACTUAL
E = ESTIMATED

(2) Y = YES
N = NO

ACQUISITION DATE (MO.-YR)	(13)	1	2						
ACQUISITION DATE (A OR E)	(14)	1	3					(1)	
ACQUISITION COST (WHOLE DOLLARS)	(15) (R)	1	4						
ACQUISITION COST (A OR E)	(16)	1	5					(1)	
ACQUISITION CODE	(17)	1	6						(3)

GRANT NUMBER	(18) ^(R)	1	7				
GRANT EXPIRATION DATE (MO-DA-YR)	(19)	1	8				

[illegible]

PATIENT ID# (Y - N)	(24)	2, 3	(4)				
EXPIRATION DATE (MO-DA-YR)	(25)	2, 4					
REC'D IN NUMBER (YR + NUMBER)	(26)(R)	2, 5					
PURCHASE ORDER NUMBER (YR + NUMBER)	(27)(R)	2, 6					
USEFUL LIFE (YEARS)	(28)	2, 7					
DEPRECIATION	(29)	2, 8					
ASSIGNED EQUIPMENT	(31)	2, 9					
ASSIGN DATE MO - YR	(31)	3, 0					
ASSIGN DATE (A OR E)	(32)	3, 1				(1)	

(3) ACQUISITION CODE
 NY = PURCHASED - NYC FUNDS
 CP = CONVERTED PROPERTY
 GI = GAINED BY INVENTORY
 RL = RENTED/LEASED NYC FUNDS
 LG = LEASED BY GRANT
 FG = PURCHASED - FEDERAL GRANT
 SG = PURCHASED - STATE GRANT

(4) WARRANTY CODE
Y = WARRANTY IN EFFECT
N = NO WARRANTY

(L) = LEFT ADJUST DATA
(R) = RIGHT ADJUST DATA

NOTE: TO BLANK OUT ANY FIELD,
INSERT * IN CARD COLUMN 13
OF THE APPROPRIATE DATA
CODE(S).

DESCRIPTION	CODE	DATA																														
	01	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40		

LOANABLE CODE (Y-N)	(33)	3	2						(2)
LOANED TO COMMAND	(34)	3	3						
LOANED DATE (MO-DA-YR)	(35)	3	4						
RETURN DUE DATE (MO-DA-YR)	(36)	3	5						

OPERATIONAL STATUS CODE	(37)	3	6			(5)
OPERATIONAL STATUS DATE (MO-YR)	(38)	3	7			
INVENTORY CODE (1 OR 2)	(39)	3	8			(6)
INVENTORY ACTION DATE (MO-DA-YR)	(40)	3	9			

[illegible]

DISPOSITION CODE	(48)	4	7					(7)
DISPOSITION DATE (MO-DA-YR)	(49)	4	8					
RELINQUISHMENT DOCUMENT NUMBER	(50)	4	7					

CHARACTERISTIC NO. 1	(51)	(L)	5	0
CHARACTERISTIC NO. 2	A	(L)	5	1
CHARACTERISTIC NO. 3		(L)	5	2
CHARACTERISTIC NO. 4		(L)	5	3
CHARACTERISTIC NO. 5		(L)	5	4
CHARACTERISTIC NO. 6		(L)	5	5
CHARACTERISTIC NO. 7		(L)	5	6
CHARACTERISTIC NO. 8		(L)	5	7
CHARACTERISTIC NO. 9		(L)	5	8
CHARACTERISTIC NO. 10		(L)	5	9
CHARACTERISTIC NO. 11	V	(L)	6	0
CHARACTERISTIC NO. 12	(51)	(L)	6	1

(5) OPERATIONAL STATUS CODE

1 = SERVICEABLE
2 = MISSING (LOST-STOLEN)
3 = OUT OF SERVICE (REPAIR)
4 = RETURNED TO SERVICE
5 = AVAILABLE SPARE
6 = AWAITING DISPOSITION
7 = TECHNICALLY OBSOLETE
8 = CONDEMNED

(6) INVENTORY STATUS CODE
1 = LIST FORWARDED
2 = ACCOUNTED FOR

(7) DISPOSITION CODE

1 = CONDEMNED DESTROY
2 = CONDEMNED SALVAGE
3 = RELINQUISHED GOLD
4 = RELINQUISHED TRANSFERRED
5 = CANNIBALIZED
6 = ACCIDENT
7 = BUDGET REPLACEMENT
8 = EXCESSIVE REPAIRS

NOTE

FORWARD THIS FORM
THE QUARtermASTER
SECTION

NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
GENERAL PURPOSE CHANGE SHEET INSTRUCTIONS

1. THIS CHANGE SHEET WILL BE USED TO EXECUTE A CHANGE WHEREBY LIKE DATA HAVING THE SAME DATA CODE MUST BE CHANGED FOR SEVERAL DIFFERENT ITEMS OF EQUIPMENT.
2. THIS CHANGE SHEET MAY ALSO BE USED IN LIEU OF THE REGULAR CHANGE SHEET. THE NATURE OF THE CHANGE(S) WILL DICTATE EFFICIENT USE OF THE SUBJECT FORM.
3. THE RECORD IDENTIFICATION (CLASS CODE AND TAG NUMBER) WILL BE ENTERED IN CARD COLUMNS 3-10, THE APPROPRIATE DATA CODE WILL BE ENTERED IN CARD COLUMNS 11-12 AND THE DATA ITSELF ENTERED STARTING IN CARD COLUMN 13.

NOTE: (A) THE RIGHT HAND SIDE OF THIS FORM INDICATES ALL THE DATA CODES AND THE RESPECTIVE NUMBER OF POSITIONS OF ALLOWABLE CODE.

(B) ADDITIONAL INFORMATION CONCERNING DATA CODES AND FIELD LENGTHS MAY BE FOUND IN ATTACHMENT 1, "FIELD DEFINITIONS".

GENERAL PURPOSE CHANGE SHEET

INFORMATION RECEIVED FROM COMMAND:

FILE NAME	FILE IDENT.						D C A O T D A E	DATA																									
	CLASS CODE			TAG NO.																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
E C																																	
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NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
DELETE/BLOCK CHANGE INSTRUCTIONS

A. BLOCK CHANGE INPUT - THIS UPDATE FEATURE OF THE SYSTEM ALLOWS ONE ENTRY TO CHANGE A SPECIFIC DATA ITEM FOR EVERY EQUIPMENT RECORD ON THE FILE. THE SYSTEM HAS BEEN DESIGNED TO PERMIT BLOCK CHANGES TO THE FOLLOWING 4 DATA ITEMS.

A-1. ASSIGNED COMMAND - THE OLD (FROM) ASSIGNED COMMAND IS ENTERED INTO CARD COLUMNS 6-8 AND THE NEW (TO) ASSIGNED COMMAND CODE IS ENTERED INTO CARD COLUMNS 9-11 OF THE APPROPRIATE INPUT SHEET. SEE ATTACHMENT 3 FOR THE APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND. THE NEW DATE OF ASSIGNMENT WILL BE ENTERED INTO CARD COLUMNS 12-15; TWO DIGITS FOR MONTH FOLLOWED BY TWO DIGITS FOR YEAR. ZERO FILL MONTH (CARD COLUMN 12-13) IF NECESSARY. EX: FEBRUARY IS 02.

A-2. CONTROL COMMAND - THE OLD (FROM) CONTROL COMMAND CODE IS ENTERED INTO CARD COLUMNS 6-8 AND THE NEW (TO) CONTROL COMMAND CODE IS ENTERED INTO CARD COLUMNS 9-11 OF THE APPROPRIATE THREE DIGIT CODES ASSIGNED TO EACH COMMAND. THERE IS NO DATE REQUIRED FOR A CONTROL COMMAND BLOCK CHANGE.

NOTE: IF A COMMAND CODE IS ELIMINATED OR CHANGED, BOTH THE ASSIGNED AND CONTROL COMMAND BLOCK CHANGE INPUT SHEETS MUST BE SUBMITTED.

A-3. EQUIPMENT CLASS - THE OLD (FROM) EQUIPMENT CLASS CODE IS ENTERED IN CARD COLUMNS 4-7 AND THE NEW (TO) EQUIPMENT CLASS CODE IS ENTERED INTO CARD COLUMNS 8-11.

A-4. INVENTORY STATUS - WHEN THE QUARTERMASTER IS ASSURED THAT ALL THE EQUIPMENT IN A PARTICULAR ASSIGNED COMMAND HAS IN FACT BEEN INVENTORIED, HE WILL ENTER THE ASSIGNED COMMAND CODE IN CARD COLUMNS 4-6; A 2 IN CARD COLUMN 9 AND IN INVENTORY ACTION DATE IN CARD COLUMNS 10-15. THE DATE FIELD ALLOWS FOR TWO POSITIONS EACH FOR MONTH AND YEAR. ZERO FILL MONTH AND DAY IF NECESSARY. EX: JANUARY ONE IS 01-01.

B. DELETE INPUT - BE DELETE SHEET WILL ERASE AN ENTIRE RECORD FROM THE FILE. THE FORMAT IS AS FOLLOWS:

B-1. WITH THE FILE IDENTIFICATION (CLASS CODE AND TAG NUMBER) IS ENTERED IN CARD COLUMNS 5-10. THIS IS THE ONLY INFORMATION REQUIRED TO DELETE A RECORD.

NOTE: DUE TO THE CRITICALITY OF THE DELETE/BLOCK CHANGE TRANSACTIONS AND THEIR IMPACT ON THE "AMS" MASTER FILE, ALL ENTRIES OF THIS NATURE MUST BE AUTHORIZED BY THE QUARTERMASTER.

NEW YORK CITY POLICE DEPARTMENT
 ASSET MANAGEMENT SYSTEM
 DELETE/BLOCK CHANGE INPUT SHEET

PREPARED BY: _____ AUTHORIZED BY: _____
 KEYPUNCHED : _____ VERIFY: _____ DATE: _____
 INFORMATION RECEIVED FROM COMMAND:

BLOCK CHANGE TRANSACTIONS

ASSIGNED
 COMMAND
 (A-1)

FILE	IDENTIFICATION	ASSIGNED COMMAND	ASSGD DATE
FILE	IDENTIFICATION	FROM	TO
FILE	IDENTIFICATION	MM	YY
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32

EQUIPMENT
 CLASS
 (A-3)

FILE	IDENTIFICATION	EQUIPMENT CLASS CODE
FILE	IDENTIFICATION	FROM
FILE	IDENTIFICATION	TO
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33

CONTROL
 COMMAND
 (A-2)

FILE	IDENTIFICATION	CONTROL COMMAND
FILE	IDENTIFICATION	FROM
FILE	IDENTIFICATION	TO
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33

INVENTORY
 STATUS
 (A-4)

FILE	IDENTIFICATION	ASGD COMM	D C I A O N T D V A E C	INVENTORY ACTION DATE
FILE	IDENTIFICATION	FROM	TO	DATE
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55

DELETE TRANSACTIONS

(B-1)

FILE	IDENTIFICATION
FILE	IDENTIFICATION
FILE	IDENTIFICATION
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

FILE	IDENTIFICATION
FILE	IDENTIFICATION
FILE	IDENTIFICATION
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
EQUIPMENT CLASSIFICATION TABLE INPUT SHEET INSTRUCTIONS

THIS INPUT SHEET IS USED TO ADD A NEW EQUIPMENT CLASS CODE TO THE SYSTEM.

THE NEW CODE IS ENTERED INTO CARD COLUMNS 8-11 AND THE EQUIPMENT NAME IS
ENTERED INTO CARD COLUMNS 12-31.

THIS FORM WILL ONLY BE USED BY THE QUARTERMASTER'S SECTION.

NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
EQUIPMENT CLASSIFICATION TABLE
INPUT SHEET

PREPARED BY: _____ AUTHORIZED BY: _____
KEYPUNCH I.D. : _____ VERIFY: _____ DATE: _____
INFORMATION RECEIVED FROM COMMAND: _____

[illegible]

CLASSIFICATION CODE TABLE

01-COMMUNICATIONS

01-01	RADIO PORTABLE R/T
01-02	PORTABLE BASE STATION
01-03	SUITCASE BASE STATION
01-04	PAGERS
01-05	BATTERY CHARGER
01-06	MOBILE RADIOS
01-07	BASE STATION REPEATERS
01-08	CONTROL STATIONS
01-09	VOTING SYSTEM COMPARATOR
01-10	VOTING SYSTEM RECEIVER
01-11	MICROWAVE TRANSMITTER
01-12	MICROWAVE RECEIVER
01-13	ROUTER REPEATERS
01-14	BROADCAST RECEIVERS
01-15	
01-16	PARALLEL
01-17	PORTABLE PUBLIC ADDRESS SYSTEM
01-18	TACTIC COORDINATOR
01-19	HIST LOGGING UNIT
01-20	CHIFFER/DECRYPTOR
01-21	CRYPTOGRAPHIC UNIT
01-22	BASE REPEATER
01-23	VOTING RECEIVER, UNIT
01-24	RADAR

CLASSIFICATION CODE TABLE

02-PHOTOGRAPHIC

02-01	STILL CAMERAS
02-02	MOTION PICTURE CAMERAS
02-03	INSTANT PROCESS CAMERAS
02-04	LENSES
02-05	NIGHT VISION DEVICES
02-06	
02-07	FLASH ATTACHMENTS
02-08	TRIPODS
02-09	LIGHT METERS
02-10	PROJECTORS

CLASSIFICATION CODE TABLE

03-WEAPONS

03-01	HAND GUNS
03-02	AUTOMATIC WEAPONS
03-03	RIFLES
03-04	SHOTGUNS
03-05	PROJECTILE WEAPONS
03-06	SPECIAL/OTHER WEAPONS

CLASSIFICATION CODE TABLE

04-FURNITURE

04-01

04-02

04-03

04-04

04-05

04-06

04-07

04-08

04-09

04-10

04-11

04-12

04-13

CLASSIFICATION CODE TABLE

05-VEHICLES

05-01	SEDAN MARKED 6 CYL
05-02	SEDAN MARKED 8 CYL
05-03	SPEED CHASER MARKED
05-04	SEDAN UNMARKED 6 CYL
05-05	SEDAN UNMARKED 8 CYL
05-06	SPEED CHASER UNMARKED
05-07	SEDAN OTHER
05-08	RMP 4 WHEEL DRIVE
05-09	MOTORCYCLE
05-10	SCOOTER 2 WHEEL
05-11	SCOOTER 3 WHEEL
05-12	STATION WAGON RMP
05-13	STATION WAGON ESD
05-14	STATION WAGON OTHER
05-15	TRUCK ESD COURIER
05-16	TRUCK ESD
05-17	TRUCK PES TOW
05-18	TRUCK OTHER TOW
05-19	TRUCK OTHER
05-20	PATROL WAGON
05-21	BUS
05-22	TRACTOR
05-23	TRAILER
05-24	CONVERTED NON DESCRIPT
05-25	CONVERTED DESCRIPT
05-26	TAXICABS

CLASSIFICATION CODE TABLE

06-OFFICE MACHINES

06-01	TYPEWRITERS
06-02	CALCULATORS
06-03	RECORDERS
06-04	ADDING MACHINES
06-05	PHOTO-COPY

CLASSIFICATION CODE TABLE
07-SURVEILLANCE EQUIPMENT

07-01

07-02

07-03

07-04

07-05

CLASSIFICATION CODE TABLE

08-MARINE

08-01

08-02

08-03

08-04

08-05

08-06

08-07

08-08

08-09

08-10

08-11

08-12

08-13

08-14

08-15

08-16

08-17

CLASSIFICATION CODE TABLE

09-AVIATION

09-01

09-02

09-03

09-04

09-05

09-06

09-07

09-08

09-09

09-10

09-11

09-12

09-13

09-14

09-15

CLASSIFICATION CODE TABLE

10-COMPUTER EQUIPMENT

10-01

10-02

10-03

10-04

10-05

10-06

10-07

10-08

10-09

10-10

10-11

10-12

10-13

10-14

10-15

10-16

10-17

10-18

10-19

10-20

CLASSIFICATION CODE TABLE

11-LABORATORY EQUIPMENT

11-01	MICROSCOPES
11-02	GAS CHROMATOGRAPH
11-03	SPECTROPHOTOMETER INFARED
11-04	RECORDER
11-05	AUTO LAB COMPUTING INTEGRATOR
11-06	SPECTROGRAPHIC EMISSION
11-07	MICROPROBE
11-08	X-RAY DIFFRACTION
11-09	POWER PRESS
11-10	FURNACE TERMOLYNE
11-11	PILL COUNTER
11-12	METER P-H
11-13	WATER STILL
11-14	SCALE DOUBLE BEAM
11-15	VIEWER ULTRAVIOLET
11-16	PYROPROBE CHEMICAL SYSTEM
11-17	OVEN AC/LAB ISOTOPE
11-18	HEATER PRECISION
11-19	CENTRIFUGE
11-20	MAGNETIC STIRRER
11-21	ROTATOR
11-22	MICROTOME
11-23	BALANCE
11-24	HEAT SEALER
11-25	WIG-L-BUG
11-26	BREATHALYZER
11-27	SIMULATORS
11-28	POLYSCRIBE

CLASSIFICATION CODE TABLE

11-LABORATORY EQUIPMENT

11-29	WEIGHTS METRIC/AVDP
11-30	MILL GRINDING
11-31	PUMP PRESSURE VACUUM
11-32	MELTING POINT APPARATUS
11-33	STABILIZER
11-34	STROBE
11-35	TIMER
11-36	ULTRAVIOLET LIGHT SOURCE
11-37	X-RAY SYSTEM
11-38	ENDORS-O-SCOPE
11-39	REPROVIT SYSTEM
11-40	PRESS
11-41	PAPER GAUGE
11-42	WASHER GLASSWARE

CLASSIFICATION CODE TABLE

12-RADAR EQUIPMENT

12-01

12-02

12-03

12-04

12-05

12-06

12-07

12-08

12-09

12-10

12-11

12-12

12-13

12-14

12-15

12-16

12-17

12-18

12-19

12-20

CLASSIFICATION CODE TABLE
13-MEDICAL EQUIPMENT

13-01

13-02

13-03

13-04

13-05

13-06

13-07

13-08

13-09

13-10

13-11

13-12

13-13

13-14

13-15

13-16

13-17

13-18

13-19

13-20

CLASSIFICATION CODE TABLE
14-REPRODUCTION EQUIPMENT/PRINTING EQUIPMENT

14-01

14-02

14-03

14-04

14-05

14-06

14-07

14-08

14-09

14-10

14-11

14-12

14-13

14-15

14-16

14-17

14-18

14-19

14-20

CLASSIFICATION CODE TABLE
15-MAINTENANCE EQUIPMENT

15-01

15-02

15-03

15-04

15-05

15-06

15-07

15-08

15-09

15-10

15-11

15-12

15-13

15-14

15-15

15-16

15-17

15-18

15-19

15-20

CLASSIFICATION CODE TABLE

16--SAFETY EQUIPMENT

16-01	ARMOR
16-02	BARREL EVACUATION
16-03	METERS RADIATION
16-04	BELT SAFETY
16-05	BODY BAGS
16-06	BLANKETS BOMB
16-07	BOOTS WADING
16-08	CAN SAFETY
16-09	FIRE EXTINGUISHERS
16-10	GAS MASKS
16-11	GENERATORS
16-12	GLOVES ELECTRIC
16-13	GRAPPLING TOOLS
16-14	HANDCUFFS
16-15	HELMETS RIOT
16-16	HORSE BELTS
16-17	KEYS HIGH PRESSURE
16-18	LASSO ANIMAL
16-19	LIFE NET UNIT
16-20	LIGHTS PORTABLE
16-21	MAGNET STEEL
16-22	POLE PANTOGRAPH
16-23	RESUSCITATOR
16-24	MANNEQUINS
16-25	ROPE SAFETY

CLASSIFICATION CODE TABLE

16-SAFETY EQUIPMENT

16-26	SHROUDS BODY
16-27	STRETCHERS BODY
16-28	POWER RESCUE TOOL
16-29	IMPACT AIR HAMMER
16-30	
16-31	
16-32	
16-33	
16-34	
16-35	
16-36	
16-37	
16-38	
16-39	
16-40	
16-41	RING CUTTER

CLASSIFICATION CODE TABLE
17-MICROFILM EQUIPMENT

17-01	MICROFILM READER
17-02	MICROFILM PRINTER
17-03	MICROFICHE READER
17-04	MICROFICHE PRINTER
17-05	MICROFILM LENS
17-06	
17-07	
17-08	
17-09	
17-10	
17-11	
17-12	
17-13	
17-14	
17-15	
17-16	
17-17	
17-18	
17-19	
17-20	

CLASSIFICATION CODE TABLE
18-WORD PROCESSING

18-01

18-02

18-03

18-04

18-05

18-06

18-07

18-08

18-09

18-10

18-11

18-12

18-13

18-14

18-15

18-16

18-17

18-18

18-19

18-20

CLASSIFICATION CODE TABLE

19-VIDEO EQUIPMENT

19-01	VIDEO CAMERAS	PORTABLE
19-02	VIDEO RECORDERS	PORTABLE
19-03	VIDEO EQUIPMENT	MISCELLANEOUS PORTABLE
19-04	VIDEO MONITORS (T.V.)	
19-05	VIDEO CAMERAS	STUDIO
19-06	VIDEO RECORDERS	STUDIO
19-07	VIDEO EQUIPMENT	MISCELLANEOUS STUDIO

CLASSIFICATION CODE TABLE
20-TOOLS (NON EXPENDABLE)

20-01	ACETYLENE CUTTING
20-02	AUGER + HANDLE
20-03	AXE
20-04	BARCLAW KELLY TOOL
20-05	CROW BAR
20-06	BAR PINCH
20-07	BAR Z
20-08	BLOCK + FALL
20-09	CUTTERS
20-10	DRILL ELECTRIC
20-11	HAMMER ELECTRIC
20-12	HAMMER SLEDGE
20-13	JACK
20-14	LADDER WOODEN
20-15	RAKE HAND
20-16	SAW POWER
20-17	SAW HAND
20-18	SHOVEL

NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
COMMAND CODE TABLE INPUT SHEET INSTRUCTIONS

1. THIS INPUT SHEET IS IN A FIXED FORMAT HAVING TWO CARDS TO THE SET. THE CARD NUMBERS APPEAR IN CARD COLUMN 3.
2. THE PURPOSE OF THIS FORM IS TO ADD NEW OR CHANGE EXISTING COMMANDS IN THE SYSTEM.
3. CARD "1". THE THREE DIGIT COMMAND CODE WILL BE ENTERED IN CARD COLUMNS 9-11. THE NAME OF THE COMMAND WILL BE ENTERED IN CARD COLUMNS 12-61; LEFT ADJUST STARTING IN CARD COLUMN 12. THE COMMAND TELEPHONE NUMBER WILL BE ENTERED IN CARD COLUMNS 62-68 EXCLUDING THE DASH. THE MAILING ADDRESS ZIP CODE WILL BE ENTERED IN CARD COLUMNS 69-73.
4. CARD "2". THE THREE DIGIT COMMAND CODE IS REPEATED IN CARD COLUMNS 9-11. (IT MUST BE THE SAME AS APPEARS IN CARD "1") THE RANK AND NAME OF THE COMMANDING OFFICER WILL BE ENTERED IN CARD COLUMNS 12-39; LEFT ADJUST STARTING IN CARD COLUMN 12. THE NUMBER AND STREET ADDRESS OF THE COMMAND WILL BE ENTERED IN CARD COLUMNS 40-67; LEFT ADJUST STARTING IN CARD COLUMN 40. THE AREA LOCATION WILL BE ENTERED IN CARD COLUMNS 68-80; LEFT ADJUST STARTING IN CARD COLUMN 68. THE AREA INFORMATION MUST AGREE WITH THE ALLOWABLE CODING PRINTED ON THE RIGHT SIDE OF THE FORM.

NOTE: (A) SEE ATTACHMENT 3 FOR APPLICABLE THREE DIGIT CODES ASSIGNED TO EACH COMMAND.

(B) THIS FORM WILL ONLY BE USED BY THE QUARTERMASTER'S SECTION.

A = ADD
C = CHANGE
D = DELETE

NEW YORK CITY POLICE DEPARTMENT
ASSET MANAGEMENT SYSTEM
COMMAND CODE TABLE

PREPARED: _____ CHECKED: _____
KEYPUNCH: _____ VERIFY: _____ DATE: _____

UNIT	CLASS	COMMAND		TELEPHONE NUMBER	ZIP CODE
		CLASS CODE	CODE		
1	1	1	0000		

CARD 1111

CARD 1121

UNIT	CLASS	COMMANDING OFFICER			STREET ADDRESS	AREA
		CLASS CODE	CODE			
1	1	1	0000			

UNIT	CLASS	COMMAND		TELEPHONE NUMBER	ZIP CODE
		CLASS CODE	CODE		
1	1	1	0000		

ALLOWABLE CODING

AREA
MAN NORTH
MAN SOUTH
BROOK
QUEENS
STATEN IS
BKLN NORTH
BKLN SOUTH

UNIT	CLASS	COMMANDING OFFICER			STREET ADDRESS	AREA
		CLASS CODE	CODE			
1	1	1	0000			

A = ADD
C = CHANGE
D = DELETE

SCREENING LOGIC

SCREENING LOGIC IS THE FLOW CHART OR NARRATIVE PREPARED BY THE SYSTEMS ANALYST FOR THE PROGRAMMER DEFINING THE AUTOMATIC EDIT ROUTINE TO BE APPLIED TO THE DATA ITEMS IN THE MASTER FILE VIA THE UPDATE PROGRAM. AS EACH DATA ITEM IS READ INTO THE SYSTEM, CERTAIN TESTS ARE APPLIED IN CONCERT WITH THE DATA CONFIGURATION AND ALLOWABLE CODING TO ENSURE THE HIGHEST DEGREE OF ACCURACY. IF THE DATA DOES NOT COMPLY WITH THE PARAMETERS AS ESTABLISHED IN THE UPDATE PROGRAM, THE DATA INPUT VEHICLE (CARD IMAGE) WILL BE DISPLAYED WITH A CORRESPONDING ERROR INFORMATION MESSAGE. THE QUARTERMASTER'S SECTION WILL THEN RESEARCH THE ERROR, THEN TAKE IMMEDIATE ACTION TO CORRECT THE DATA USING A CHANGE TRANSACTION INPUT SHEET.

SOME TYPICAL EXAMPLES OF SCREENING LOGIC TESTS ARE: COST FIELDS MUST ALWAYS BE NUMERIC, YES OR NO (Y OR N) DECISION FIELDS MUST ALWAYS BE ALPHANUMERIC, YEAR OF MANUFACTURE MUST ALWAYS BE EQUAL TO OR LESS THAN THE CURRENT YEAR, MOUNT NUMBERS MAY BE ALPHA OR NUMERIC ETC. ETC.

THE NUMBER OF EDIT TESTS APPLIED TO A PARTICULAR DATA ITEM IS IN THE DISCRETION OF THE SYSTEMS ANALYST. FOR EXAMPLE, DESCRIPTIVE DATA MAY HAVE FEWER TESTS THAN CONTROL DATA. HOWEVER, COMPREHENSIVE SCREENING LOGIC WILL PROVIDE A HIGHER DEGREE OF DATA ACCURACY IN THE FILE, THUS ENSURING A HIGHER CONFIDENCE FACTOR FOR THE SYSTEM USER.

OUTPUT REPORTS

AS LONG AS VALID DATA RESIDES IN THE "AMS" MASTER FILE, ANY DATA IN ANY SEQUENCE CAN BE EXTRACTED IN A MANNER TO FULFILL THE SYSTEM USERS NEED. THE FOLLOWING REPORTS ARE CURRENTLY IN USE AT THE NEW YORK CITY POLICE DEPARTMENT.

1. EQUIPMENT TRANSCRIPT. EVERY DATA ITEM ON THE MASTER FILE FOR ANY ONE PIECE OF EQUIPMENT IS DISPLAYED ON THIS REPORT. A LISTING OF THE COMPLETE FILE USING THIS FORMAT REPRESENTS THE "BIBLE" FOR THE "AMS" SYSTEM.
2. EQUIPMENT CLASSIFICATION TABLE. THIS REPORT IS A LISTING OF ALL CLASSES OF EQUIPMENT. REPORT CAN BE SORTED NUMERIC BY CLASS CODE ORDER OR ALPHABETIC BY EQUIPMENT NAME.
3. COMMAND CODE TABLE. THIS REPORT IS A LISTING OF ALL THE COMMAND CODES. REPORT CAN BE SORTED IN COMMAND CODE ORDER, ALPHABETIC BY COMMAND NAME AND ALPHABETIC BY COMMANDING OFFICER'S SURNAME.
4. XXXXXXXXX EXPIRATION DATE REPORT. THIS REPORT IS A LISTING OF ALL RECORDS THAT HAVE AN EXPIRATION DATE IN THE RECORD. RECORD TYPES CONSIST OF THOSE RECORDS THAT HAVE SERVICE CONTRACT, GRANT, WARRANTY AND LEASE/RENTAL EXPIRATION DATE. RECORD SELECTION IS MADE BY USING A CUT-OFF DATE IN A PARAMETER CARD: "SELECT RECORDS WHERE EXPIRATION DATE IS EQUAL TO OR LESS THAN YY/MM/DD".
5. LOANED EQUIPMENT REPORT. THIS REPORT IS A LISTING OF ALL EQUIPMENT THAT IS IN AN "ON LOAN" STATUS. THE BORROWING COMMAND, DATE LOANED, RETURN DUE DATE AND OTHER DESCRIPTIVE INFORMATION IS DISPLAYED.
6. COMMAND EQUIPMENT REVIEW/OPERATIONAL STATUS REPORT. THIS REPORT, RUN IN CONTROL COMMAND OR ASSIGNED COMMAND SEQUENCE, INDICATES THE OPERATIONAL STATUS AND/OR DISPOSITION STATUS OF EACH PIECE OF EQUIPMENT. THIS REPORT IS ALSO USED BY THE INSPECTIONS DIVISION FOR THE ANNUAL INVENTORY.
7. COST SUMMARY REPORT AND DISPOSITION/REPLACEMENT REPORT. THIS REPORT DISPLAYS THE COST SUMMARY INFORMATION FOR EACH CLASS OF EQUIPMENT IN THE FILE. ADDITIONALLY, THIS REPORT ALSO DISPLAYS COST SUMMARY INFORMATION FOR ALL EQUIPMENT IN A DISPOSITION STATUS I.E., REPLACEMENT COSTS.
8. EQUIPMENT STATUS SUMMARY REPORT. THIS REPORT SUMMARIZES ALL EQUIPMENT BY CLASS CODE AS TO THE NUMBER OF ITEMS IN EACH OPERATIONAL STATUS CODE AND THEIR RELATIVE VALUE.

9. MULTI-PURPOSE ONE-LINER REPORT. THIS REPORT DISPLAYS ONE LINE OF INFORMATION FOR EACH PIECE OF EQUIPMENT. THE REPORT IS SORTED IN SERIAL NUMBER ORDER WITHIN CLASS CODE AND EQUIPMENT AGE WITHIN CLASS CODE.
10. TECHNICAL CHARACTERISTICS REPORT. BY THE USE OF A PARAMETER CARD, A PARTICULAR EQUIPMENT CLASS CODE CAN BE SELECTED AND ALL THE ASSOCIATED TECHNICAL CHARACTERISTICS WILL BE DISPLAYED.

SYSTEM EPILOGUE

THE DESIGN OF THE ASSET MANAGEMENT SYSTEM HAS A POTENTIAL "ON-LINE" INQUIRY CAPABILITY. ONE OR MORE REMOTE INQUIRY DEVICES CAN BE INSTALLED TO GAIN ACCESS TO THE "AMS" MASTER FILE. THESE DEVICES WILL NOT REPLACE HARD-COPY REPORTS HOWEVER, BUT WILL BE USED FOR EXCEPTION INQUIRY INFORMATION. OPERATIONAL USE OF REMOTE INQUIRY DEVICES BY THE NYPD CURRENT SITUATIONS SECTION WILL ENABLE FIELD UNITS TO RECEIVE AN IMMEDIATE RESPONSE REGARDING LOCATION AND QUANTITY OF SPECIALIZED EQUIPMENT. THE VALUE OF THIS IMMEDIATE INFORMATION CAN WELL BE REALIZED DURING EMERGENCY SITUATIONS.

THE ASSET MANAGEMENT SYSTEM PROVIDES A NEW TOOL TO CONTINUALLY UPGRADE THE SUPPORT REQUIRED TO FULFILL THE MISSION OF THE DEPARTMENT.

THE "AMS" SYSTEM IS "OPEN-ENDED". THAT IS, EXPERIENCE WILL DICTATE IMPROVEMENTS, NEW ADVANTAGES AND INCREASED CAPABILITIES; ALL OF WHICH CAN BE INCORPORATED INTO THE EXISTING SYSTEM.

"THE SYSTEM IS LIMITED ONLY BY THE IMAGINATION OF THE USER."

NEW YORK CITY POLICE DEPARTMENT

ASSET

MANAGEMENT SYSTEM

"AMS"

BY: Captain Richard Colberg, Quartermaster, N.Y.C.P.D.

OBJECTIVES

- 1. FINANCIAL - PROVIDE FISCAL CONTROL OVER THE DEPARTMENTS' ASSETS.
 - (A) REPLACEMENT VALUE OF EQUIPMENT
 - (B) SUBSTANTIATE BUDGET REQUESTS
 - (C) TOTAL INVENTORY VALUE

- 2. OPERATIONAL - PROVIDE MOST CURRENT STATUS OF KEY FIELD EQUIPMENT.
 - (A) EQUIPMENT AGE VERSUS USEFUL LIFE
 - (B) EQUIPMENT DISTRIBUTION, LOCATION AND AVAILABILITY
 - (C) OPERATIONAL EFFECTIVENESS OF KEY EQUIPMENT

- "THE ASSET MANAGEMENT SYSTEM WILL BE AN AID TO ENSURE THAT THE MEN IN THE FIELD HAVE IMMEDIATE ACCESS TO EVERY POSSIBLE TOOL TO SAFELY DO THEIR JOB."

EQUIPMENT IDENTIFICATION

1. TAGGING - WHEREVER POSSIBLE, A N.Y.C.P.D. "AMS" PROPERTY TAG SHOULD BE AFFIXED TO THE EQUIPMENT. THIS TAG IS SELF ADHESIVE AND CONTAINS A FOUR DIGIT CLASSIFICATION CODE FOLLOWED BY A FOUR DIGIT SEQUENTIAL NUMBER, OR A TAG NUMBER.

(A) CLASSIFICATION CODE

X X X X

↑ ↑
SECONDARY CLASSIFICATION CODE
(PORTABLE RADIO, MOTORCYCLE ETC.)
↑
PRIMARY CLASSIFICATION CODE

(COMMUNICATIONS, TRANSPORTATION ETC.)

- (B) SEQUENTIAL NUMBER (OR TAG NUMBER) - SELF EXPLANATORY. EACH EQUIPMENT CLASSIFICATION CAN BE NUMBERED FROM 0001 TO 9999.

2. EXCEPTIONS

- (A) TRANSPORTATION - THE TAG NUMBER FOR ALL THE VEHICLES IS IN EVERY CASE, THE P.D. NUMBER ASSIGNED BY THE MOTOR TRANSPORT DIVISION.
- (B) LOW VOLUME EQUIPMENT - TAGS FOR LOW VOLUME EQUIPMENT INCLUDE THE SEQUENTIAL (TAG) NUMBER BUT NOT THE CLASSIFICATION CODE. HOWEVER, THE CLASSIFICATION CODE IS TO BE ENTERED ON THE TAG BY BALL POINT PEN OR THE EQUIVALENT;

3. THE TAG (SAMPLE)

CODE #0603	
NO.	1004
N.Y.C. POLICE DEPT.	

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CURRENT ALLOWABLE EQUIPMENT

CLASSIFICATIONS CODES

- | | |
|-------------------------|-------------------------------|
| ● 01-XX COMMUNICATIONS | ● 11-XX LABORATORY |
| ● 02-XX PHOTOGRAPHIC | ● 12-XX RADAR |
| ● 03-XX WEAPONS | ● 13-XX MEDICAL |
| ● 04-XX FURNITURE | ● 14-XX REPRODUCTION/PRINTING |
| ● 05-XX VEHICLES | ● 15-XX MAINTENANCE |
| ● 06-XX OFFICE MACHINES | ● 16-XX SAFETY |
| ● 07-XX SURVEILLANCE | ● 17-XX MICROFILM |
| ● 08-XX MARINE | ● 18-XX WORD PROCESSING |
| ● 09-XX AVIATION | ● 19-XX VIDEO |
| ● 10-XX COMPUTER | ● 20-XX TOOLS |

- THE FILE INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING EQUIPMENT RELATED DATA FIELDS:

IDENTIFICATION DATA

- EQUIPMENT NAME
- EQUIPMENT DESCRIPTION
- MANUFACTURER'S NAME
- MANUFACTURER'S MODEL NUMBER OR
MODEL NAME

- MANUFACTURER'S SERIAL NUMBER
- YEAR OF MANUFACTURE
- TRAINING CODE

ACQUISITION DATA

- ACQUISITION COST
- ACQUISITION DATE
- ACQUISITION CODE
- GRANT NUMBER
- GRANT EXPIRATION DATE
- LESSOR (RENTED EQUIPMENT)
- LEASE/RENTAL EXPIRATION DATE
- SERVICE CONTRACT EXPIRATION DATE
- WARRANTY EXPIRATION DATE
- REQUISITION NUMBER
- PURCHASE ORDER NUMBER
- USEFUL LIFE (YEARS)

ASSIGNMENT DATA

- CONTROL COMMAND
- ASSIGNED COMMAND
- ASSIGNED DATE

ASSIGNMENT DATA CONT.

- LOANABLE CODE
- COMMAND LOANED TO
- LOANED DATE
- RETURN DUE DATE

OPERATIONAL DATA

- OPERATIONAL STATUS CODE
- OPERATIONAL STATUS DATE
- INVENTORY CODE
- INVENTORY ACTION DATE

REPAIR DATA

- REPAIR VENDOR
- OUT OF SERVICE DATE
- IN SERVICE DATE
- REPAIR COST: YEAR-TO-DATE
- REPAIR COST: INCEPTION-TO-DATE
- DOWNTIME
- REPAIR FREQUENCY

DISPOSITION DATA

- DISPOSITION CODE
- DISPOSITION DATE
- RELINQUISHMENT NUMBER

TECHNICAL DATA

- CHARACTERISTICS FIELDS: ONE TO
TWELVE

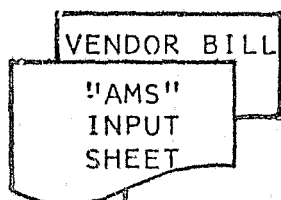
UPDATING THE "AMS" MASTER FILE

- AFTER THE FILE HAS BEEN ESTABLISHED, INPUTS TO THE SYSTEM (UPDATES) ARE GENERATED BY THE SYSTEM USER'S (COMMANDS) VIA THE QUARTERMASTER (CONTROLLING COMMAND)
- ONLY THREE INPUT TYPES ARE PERMISSABLE:
 - (A) ADD TRANSACTION - AN INPUT TO THE FILE THAT WILL ADD AN ENTIRELY NEW RECORD.
 - (B) CHANGE TRANSACTION - AN INPUT TO THE FILE THAT WILL ERASE AN EXISTING DATA ELEMENT AND REPLACE IT WITH DATA ENCODED IN THE CHANGE TRANSACTION SHEET.
 - (C) DELETE TRANSACTION - AN INPUT TO THE FILE THAT WILL ERASE OR ELIMINATE AN ENTIRE COMPUTER RECORD.
- UPDATES TO THE "AMS" MASTER FILE WILL BE ACCOMPLISHED IN A REGULARLY SCHEDULED TIME FRAME.

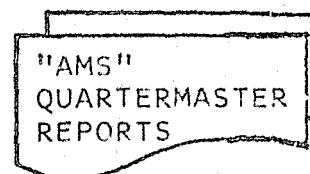
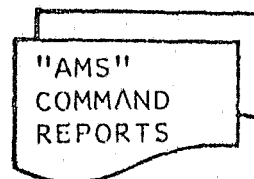
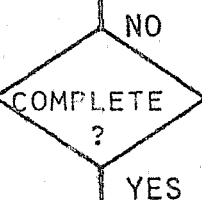
NEW EQUIPMENT PURCHASE
"ADDS"

- COMMANDS: 1. RECEIVE EQUIPMENT
2. PREPARE "AMS"
INPUT SHEET
3. VERIFY VENDOR BILL

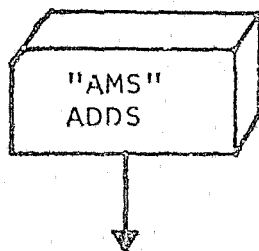
FORWARD:



- QUARTERMASTER: 1. REVIEW "AMS"
INPUT SHEETS
2. APPROVE PAYMENT
3. SEND TAG TO RECEIVING
COMMANDS FOR ATTACHMENT
4. KEYPUNCH INPUTS

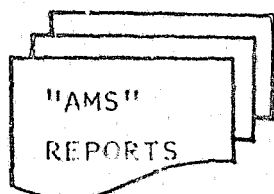


FORWARD:



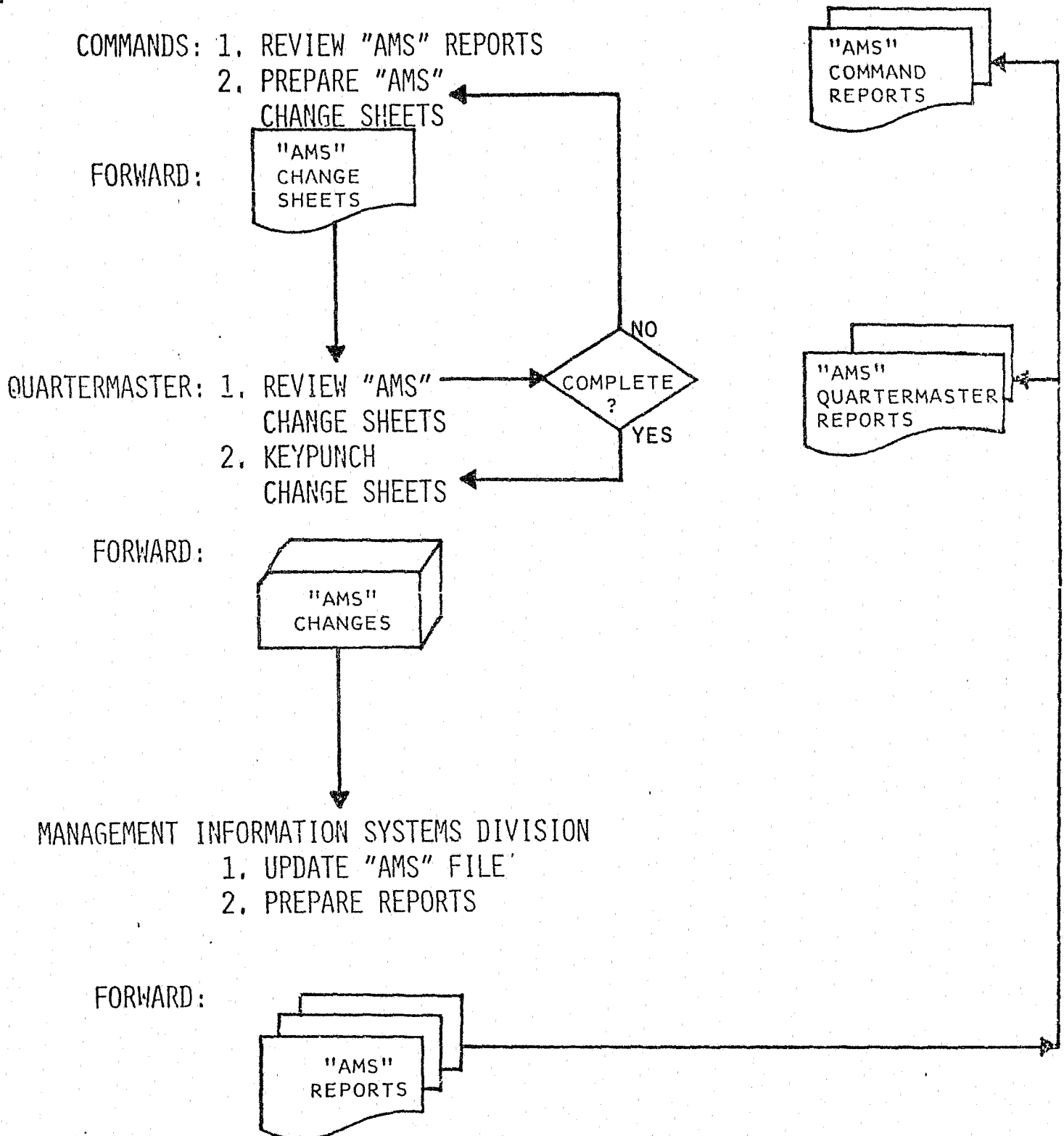
- MANAGEMENT INFORMATION SYSTEMS DIVISION:
1. UPDATE "AMS" FILE
2. PREPARE REPORTS

FORWARD:



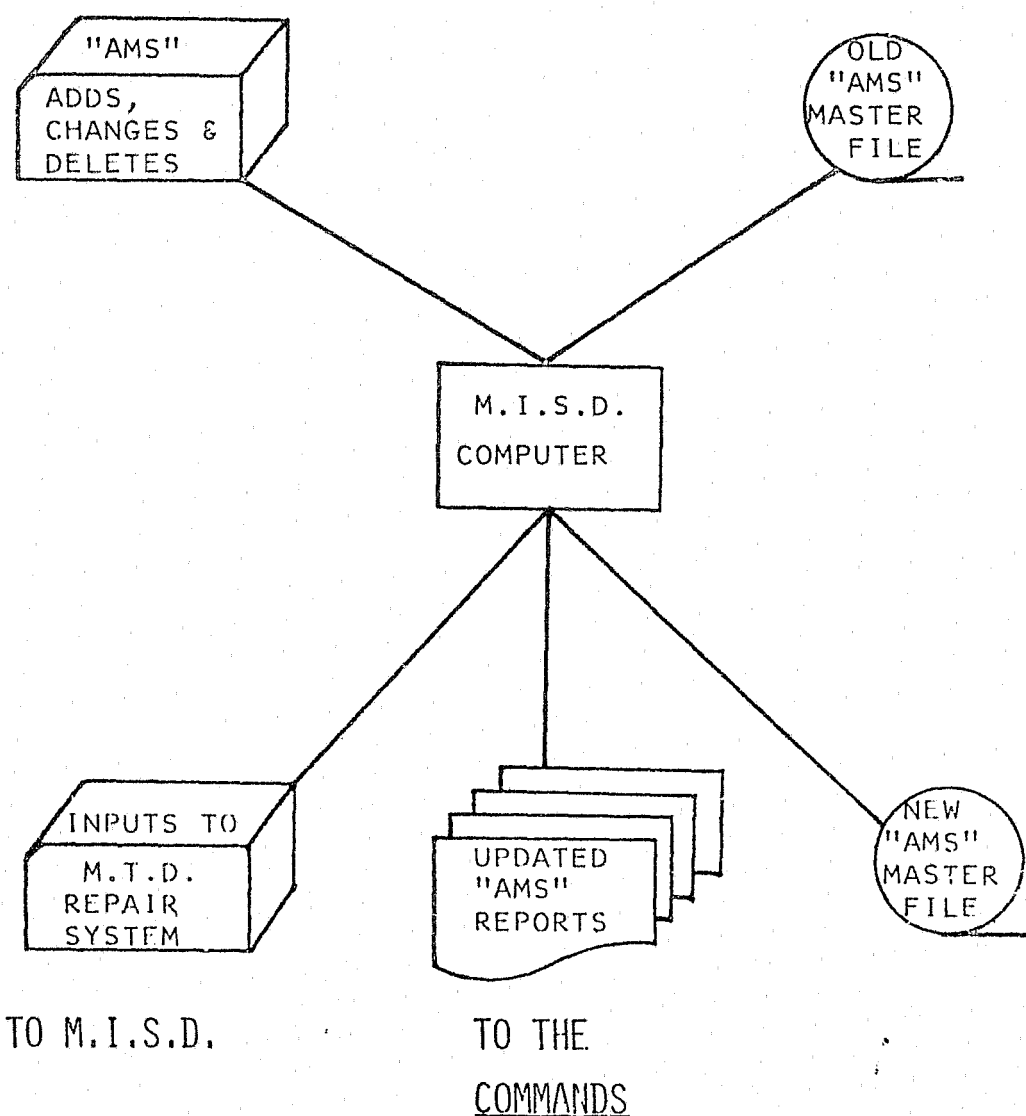
EXISTING EQUIPMENT

"CHANGES"



THE SYSTEMS DEVELOPMENT SECTION OF M.I.S.D. IS DEVELOPING A COMPUTERIZED AUTOMOTIVE REPAIR AND MAINTENANCE SYSTEM FOR THE MOTOR TRANSPORT DIVISION. INTERFACE HAS BEEN ESTABLISHED WITH "AMS" AS FOLLOWS:

FROM THE
QUARTERMASTER



"AMS" SYSTEM ADVANTAGES

- THE "AMS" SYSTEM REQUIRES EVERY MAJOR ITEM OF N.Y.C.P.D. EQUIPMENT TO BE ENCODED AND INCLUDED IN THE "AMS" MASTER COMPUTER FILE.

ADVANTAGES ARE:

- (A) OPERATIONAL CONTROL - VISIBILITY IS GIVEN EVERY MAJOR ITEM OF EQUIPMENT BY CONTROL COMMAND (THE COMMAND TO WHOM THE EQUIPMENT WAS INITIALLY ISSUED) AND ALSO BY THE ASSIGNED COMMAND (THE COMMAND THAT HAS CURRENT CUSTODY OF THE EQUIPMENT AND HAS INVENTORY RESPONSIBILITY).
- (B) FISCAL CONTROL - TOTAL EQUIPMENT VALUE IS NOW AVAILABLE BY COMMAND. BY USING ACQUISITION COST, ACQUISITION DATE AND USEFUL LIFE, THE ESTIMATED ANNUAL REPLACEMENT COST BY EQUIPMENT CLASS CAN AUTOMATICALLY BE PROJECTED OVER A SHORT OR LONG RANGE PERIOD.
- (C) INVENTORY CONTROL - A LISTING CAN NOW AUTOMATICALLY BE GENERATED INDICATING ALL THE ASSETS ASSIGNED TO A PARTICULAR COMMAND HAVING INVENTORY RESPONSIBILITY.

"AMS" SYSTEM ADVANTAGES - CONT.

- (D) AVAILABILITY CONTROL - ANY EQUIPMENT IN AN "AVAILABLE SPARE" STATUS WILL BE CODED ACCORDINGLY. THE SYSTEM THEREFORE HAS THE CAPABILITY OF GENERATING A LISTING OF ALL UNUSED BUT AVAILABLE EQUIPMENT BY ASSIGNED COMMAND (LOCATION).
- (E) REPAIR CONTROL - BY CAPTURING THE NECESSARY INFORMATION AT THE TIME OF REPAIR, TOTAL REPAIR COST VERSUS ACQUISITION COST COMPARED TO THE NUMBER OF TIMES REPAIRED WILL ASSIST IN THE "REPLACE OR REPAIR" DECISION. REPAIR TURNAROUND TIME WILL ASSIST IN THE EVALUATION OF REPAIR VENDORS.
- (F) LOAN CONTROL - THE CAPABILITY EXISTS TO RECORD NECESSARY INFORMATION ON EQUIPMENT LOANED. THIS WILL YIELD REPORTS INDICATING VALUE OF EQUIPMENT LOANED, THE COMMAND TO WHOM THE EQUIPMENT WAS LOANED, THE DATE LOANED AND THE RETURN DUE DATE.
- (G) ECONOMICS - EVENTUALLY, THE ASSET MANAGEMENT SYSTEM WILL PROVIDE ALL THE RECORD-KEEPING NECESSARY TO SATISFY ALL DEPARTMENT CONTROL REQUIREMENTS, THE EXISTING MANUAL RECORDS MAY THEN BE ELIMINATED AT AN APPRECIABLE COST SAVINGS TO THE DEPARTMENT.

"AMS" SYSTEM ADVANTAGES - CONT.
TECHNICAL CHARACTERISTICS OPTION

- THE SYSTEM HAS BEEN DESIGNED TO PROVIDE EACH CONTROL COMMAND WITH THE OPTIONAL CAPABILITY OF ENTERING UP TO TWELVE, 12 POSITION TECHNICAL CHARACTERISTICS OF EACH ITEM OF EQUIPMENT. THE USE OF THESE CHARACTERISTICS FIELDS IS AT THE COMPLETE OPTION OF THE CONTROL COMMAND AND CAN BE USED TO SATISFY SPECIFIC NEEDS OR WANTS. THE CHARACTERISTICS FIELDS CAN BE UTILIZED INDIVIDUALLY OR COLLECTIVELY. THEIR USE IS LIMITED ONLY BY THE IMAGINATION OF THE CONTROL COMMAND.
- EXAMPLE - THE COMMUNICATION DIVISION MAY ELECT TO ENCODE FREQUENCY "A" IN CHARACTERISTIC FIELD ONE, FREQUENCY "B" IN CHARACTERISTIC FIELD TWO AND FREQUENCY "C" IN CHARACTERISTIC FIELD THREE FOR EVERY PORTABLE RADIO.

THE FOLLOWING EQUIPMENT SELECTION IS NOW POSSIBLE:

LIST ALL THE PORTABLE RADIOS HAVING THE FOLLOWING FREQUENCY CAPABILITIES:

- | | | |
|----------------------|----------------|----------------|
| 1. "A" ONLY | 3. "C" ONLY | 5. "B" AND "C" |
| 2. "B" ONLY | 4. "A" AND "B" | 6. "A" AND "C" |
| 7. "A", "B", AND "C" | | |

- THE CONTROL COMMAND THAT ELECTS TO EXECUTE THE OPTIONAL TECHNICAL CHARACTERISTIC FEATURE OF THE SYSTEM SHOULD FIRST CONSULT WITH THE QUARTERMASTER.

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● RESPONSIBILITY

- EACH CONTROL COMMAND MUST BE RESPONSIBLE FOR ENTERING EACH NEW PIECE OF ACQUIRED EQUIPMENT INTO THE SYSTEM VIA THE ADD AND CHANGE INPUT FORMS.
- THE QUARTERMASTER MUST BE RESPONSIBLE FOR OVERALL SYSTEM OPERATION. IN ADDITION TO VERIFYING ALL SUBMITTED INPUT SHEETS, HE WILL USE HIS NORMAL RECORDS AS A CROSS-CHECK TO ENSURE THAT ALL NEWLY ACQUIRED EQUIPMENT IS ENTERED INTO THE SYSTEM.

○ TOTAL INVOLVEMENT

- TO ENSURE THAT EVERY COMMAND PARTICIPATES AND ENTERS ALL THEIR NEWLY ACQUIRED ASSETS INTO THE SYSTEM, A DIRECTIVE FROM THE COMMISSIONER'S OFFICE MUST BE ISSUED DIRECTING COMPLETE AND TOTAL COMPLIANCE TO THE PARAMETERS OF THE SYSTEM.

CONCLUSION

- THE N.Y.C.P.D. ASSET MANAGEMENT SYSTEM PROVIDES A NEW TOOL TO CONTINUALLY UPGRADE THE SUPPORT REQUIRED TO FULFILL THE MISSION OF THE DEPARTMENT.
- IMPROVED CONTROLS
 - EQUIPMENT VISIBILITY
 - FISCAL BALANCE
 - AUTOMATIC INVENTORY
 - EQUIPMENT AVAILABILITY
 - REPAIR STATISTICS
 - LOANED ASSET COGNIZANCE
- ECONOMIC ADVANTAGES
 - FREE SYSTEM DESIGN (N.S.F. FUNDS)
 - ELIMINATE MANUAL REPORTS
 - REDUCE CLERICAL EFFORT
 - RELEASE MANPOWER TO THE FIELD
 - REALISTIC BUDGET SUPPORT
 - ANALYTICAL COST CAPABILITIES
- LONG TERM POTENTIAL
 - THE "AMS" SYSTEM DESIGN IS "OPEN ENDED". EXPERIENCE WILL DICTATE IMPROVEMENTS, NEW ADVANTAGES AND INCREASED CAPABILITIES ALL OF WHICH CAN BE INCORPORATED INTO THE EXISTING SYSTEM.
- "THE SYSTEM IS LIMITED ONLY THE THE IMAGINATION OF THE USER".

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