



## TOWN OF SENECA FALLS POLICE DEPARTMENT

### GENERAL ORDER



<b>GENERAL ORDER #:</b> 117	<b>RESCINDS:</b> 07/01/13, 07/09/14
<b>SUBJECT:</b> Agency Owned Property	<b>NYS ACCREDITATION:</b> 6.1, 6.2
<b>EFFECTIVE DATE:</b> 06/16/2017	
<b>BY ORDER OF:</b> Stuart W. Peenstra, Chief of Police	

#### I. PURPOSE

To establish responsibility and procedures for the requisition, procurement, distribution, and inventory of agency owned property and equipment.

#### II. POLICY

The Chief of Police has the authority and responsibility for the control of all Seneca Falls Police Department property. This function is facilitated by supervisors who are assigned and responsible for the receipt, disbursement, and inventory of all Seneca Falls Police Department owned property. (Revised 07/09/14) The Chief or Lieutenant will approve all requisitions for the purchase of agency property and equipment. Equipment and assets owned and used by the Seneca Falls Police Department will be entered into the equipment or inventory section of Spillman. (Revised 06/16/17)

#### III. PROCEDURE

##### A. Requisitioning Property

Requests to approve the purchase of property must be made through the chain of command to the Lieutenant or Chief of Police. Upon approval, a purchase order, voucher, Town of Seneca Falls credit card, or cash may be utilized to make purchases.

##### B. Procurement and Disbursement

1. Upon receipt of all Seneca Falls Police Department property, items will be forwarded to the appropriate personnel for use or issuance. The accompanying packing slip or receipt will be forwarded to the Chief or Lieutenant. In the absence of any such documentation, the person receiving the property will immediately notify the Chief or Lieutenant, in person or in writing, of the delivery. (Revised 07/09/14)
2. Items of a consumable or personal nature, such as uniforms, which do not require an inventory tag, will be directed to the Quartermaster (Revised 07/09/14) for storage and issuance.
3. All other items will be inventoried by the assigned supervisor (Revised 07/09/14) and entered into the Spillman inventory before distribution.

### **C. Weapons and Ammunition**

1. Weapons, ammunition, and other ordnance will be ordered by a Range Officer. All weapons, ammunition and ordnance will be delivered, received, entered into the Spillman inventory and stored in the weapons safe located in the supply room, which will be kept locked at all times. (Revised 06/16/17)
2. Disbursement of weapons, ammunition, and other ordnance will be under the control of a Range Officer.

### **D. Technician Supplies**

The Lieutenant will oversee the Evidence Technicians (Revised 07/09/14) and will order all technician supplies. Supplies not personally received by the ordering officer will be directed to the Chief of Police or Lieutenant. The member requesting supplies must fill out the Evidence Technician Request Form and then submit it to the Chief of Police or Lieutenant for approval.

### **E. Office Supplies**

All routine requests for office supplies will be directed to the Clerks. These requests will be compiled and ordered on an as needed basis

### **F. Loaning of Seneca Falls Police Department Equipment**

Any request to borrow Seneca Falls Police Department equipment must be approved by the Chief of Police or Lieutenant. The member requesting to borrow Seneca Falls Police Department equipment must fill out the Seneca Falls Police Department Property Loan Sheet. This form will then be submitted to the Chief of Police or Lieutenant for approval.

### **G. Annual Inventory**

1. The Firearms instructor will update the inventory list in Spillman and provide the Lieutenant with a Spillman annual inventory of department weapons and ammunition. (Revised 06/16/17)
2. On an annual basis, the Lieutenant will provide the Chief of Police a list of Seneca Falls Police Department assets.
3. The Lieutenant will coordinate an inventory, listing assets currently on record, corrections, additions, and deletions, which will be submitted to the Chief of Police.

#### **H. Lost or Missing Property**

Upon discovery that Seneca Falls Police Department property is missing or lost, the individual making such discovery shall immediately submit a report stating the circumstances of the discovery to his/her commanding officer, who will in turn forward it up the chain of command to the Chief of Police. The Chief of Police will determine what action shall be taken and will notify the Lieutenant, who shall accordingly update the Seneca Falls Police Department inventory. The member will have to fill out a Lost/Missing Seneca Falls Police Department Property Form and submit it to his/her supervisor. The supervisor will then forward the form up the chain of command to the Chief of Police.