

Geneva Police Department <b>GENERAL ORDERS</b>		<b>INVENTORY CONTROL &amp; DEPARTMENT PROPERTY</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 6.1 – 6.4 <input type="checkbox"/> amends:		<b>cross-reference:</b> G.O. 405  <b>Accreditation/Recognition standards:</b>	
<b>effective date:</b> 7.8.05	<b>issue/amend/review date:</b> 7.8.05 / 10.24.13 / 10.16.19	NYS L.E.A.P.: 6.1	

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures for the inventory, issuance, and maintenance of Department property.
<b>II. DEFINITION</b>	<b>A. <u>Department Property</u></b> - Equipment, property, weapons, uniforms and other supplies owned by and issued to members of the Department.
<b>III. POLICY</b>	<b>A.</b> It is the policy of the Geneva Police Department to: <ol style="list-style-type: none"> <li>1. Maintain an accurate inventory of Department property;</li> <li>2. Establish procedures for the requisition, issuance, and return to inventory of Department property; and</li> <li>3. Issue Department property to authorized employees, and to hold those employees accountable for the use, maintenance, and security of all Department property entrusted to them.</li> </ol>
<b>IV. PROCEDURE</b>	<b>A.</b> All Department property belonging to the Geneva Police Department will be accounted for and inventoried.  <b>B.</b> Department property will be listed with as many as possible of the following descriptors: <ol style="list-style-type: none"> <li>1. Serial number, if applicable; and</li> <li>2. Description;</li> <li>3. Make;</li> <li>4. Model;</li> <li>5. Location/room stored, if applicable.</li> </ol> <b>C.</b> Inventory control is the responsibility of all employees as assigned. The Lieutenant/Uniform Force (LT/UF) will coordinate inventory procedures. The LT/UF will direct that an inventory of Department assets be conducted as follows:

<p><b>IV. PROCEDURE (CONT.)</b></p>	<ol style="list-style-type: none"> <li>1. On an annual basis, all weapons owned by the Department (i.e., firearms, chemical agents/defensive spray units, impact weapons, etc.) will be inventoried by the Department Armorer. <b>See G.O. 405 Authorized Firearms and Ammunition § XIII (B).</b> <ol style="list-style-type: none"> <li>a. Each shift or unit supervisor will conduct the inventory for their specific group and forward the inventory list to the Armorer.</li> </ol> </li> <li>2. On an annual basis, the LT/UF or designee will inventory all equipment available for dispersal.</li> <li>3. On an annual basis in January, shift or unit supervisors will conduct an inventory to ensure that personnel under their command have all uniforms and/or equipment they have been issued, and that the uniforms and/or equipment are in serviceable condition. Shift or unit supervisors will complete a report detailing the status of their squad's uniform and equipment. A copy of this report will be forwarded to the LT/UF and the Chief of Police.</li> <li>4. The Chief of Police may direct an inventory at any time.</li> </ol>
<p><b>V. ISSUING DEPARTMENT PROPERTY</b></p>	<ol style="list-style-type: none"> <li>A. The Chief of Police will designate personnel authorized to maintain an inventory of and to issue, Department Property, i.e. LT/UF, Department Armorer, Baton Instructors. <ol style="list-style-type: none"> <li>1. Personnel issuing property will maintain accurate records to include: <ol style="list-style-type: none"> <li>a. Name of personnel property was issued to;</li> <li>b. Date property was issued or returned;</li> <li>c. Serial number;</li> <li>d. Description;</li> <li>e. Make; and</li> <li>f. Model, if applicable.</li> </ol> </li> </ol> </li> <li>B. Personnel entrusted with Department property will be responsible for the care, maintenance, and operational readiness of said property and/or equipment. <ol style="list-style-type: none"> <li>1. Operational readiness includes cleaning, preventive maintenance, repair, workability, and responsiveness.</li> <li>2. The Department Armorer is responsible for all but routine cleaning and maintenance of Department firearms. <b>See G.O. 405 Authorized Firearms and Ammunition.</b></li> </ol> </li> <li>C. All members of the Department, upon leaving the service of the Department, shall immediately surrender all uniforms and equipment they have been issued to their Shift or Unit Supervisor who will prepare a list and forward it to the Chief of Police or the Chief's designee.</li> </ol>

<p><b>VI. REPLACEMENT AND REPAIR OF DEPARTMENT PROPERTY</b></p>	<p><b>A.</b> Personnel are responsible, and will be held accountable, for all Department property issued or assigned to them.</p> <p><b>B. <u>Unserviceable and Worn Equipment</u></b></p> <p>1. Personnel who require replacement of unserviceable or worn equipment shall submit a request to their Shift or Unit Supervisor who will forward said request to the LT/UF or the Lieutenant’s designee. Equipment being replaced will be turned into the appropriate personnel once a replacement has been issued.</p>
<p><b>VII. LOST, STOLEN, OR DAMAGED DEPARTMENT PROPERTY</b></p>	<p><b>A. <u>General Procedures</u></b></p> <p>1. Whenever Department property is lost, stolen, or damaged, the assigned personnel shall immediately upon discovering the loss, theft, or damage notify an on-duty supervisor and generate a report as follows:</p> <p>a. If the loss, theft, or damage occurred in the City of Geneva the assigned personnel will generate the appropriate GPD report. In the case of theft or criminal mischief, the appropriate NYS Incident report will be completed (e.g., larceny, burglary, criminal mischief, etc.).</p> <p>b. If the loss, theft, or damage occurs outside the City of Geneva the assigned personnel will report the matter to the local law enforcement agency having jurisdiction over the location of the event. Officers will attempt to obtain report number(s) and copies of all reports from the agency taking the report. The assigned personnel will also generate a GPD Incident Report to document the event.</p> <p><b>B. <u>Special Procedures for Badges and Weapons</u></b></p> <p>1. In addition to the above procedures, the following additional procedures will be followed. In the event a badge, firearm, impact weapon, defensive spray unit, chemical agent, or other Department weapon is lost or stolen:</p> <p>a. The on-duty supervisor will initiate an immediate search for the lost equipment, if applicable, and will ensure that the appropriate notifications (i.e., E-Justice Portal messages for lost/stolen badges and firearms, etc.) are made.</p> <p>b. The on-duty supervisor shall immediately notify the Department Lieutenants and Chief of Police.</p> <p>c. The LT/DB will initiate an Internal Investigation into the circumstances surrounding the loss or theft.</p> <p style="text-align: right;">Approved By</p> <p style="text-align: right;"><b>MICHAEL J. PASSALACQUA</b> <i>CHIEF OF POLICE</i></p>