

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 08/08/2013	SUBJECT: REQUISITIONING OF PROPERTY; SAFEGUARDING WEAPONS	Number 108.00 (NYSLEAP A-6-1, A-6-2)
RESCINDS: 04/15/2003		Number of pages 3

PURPOSE:

To establish a uniform procedure for the inventory, requisitioning and distribution of property owned and/or controlled by the Niagara Falls Police Department.

I. Policy

1. The Superintendent of Police has the ultimate responsibility for budget approval, appropriation and control of all property owned or under the control of the Niagara Falls Police Department. As the Superintendent's designee, the Confidential Secretary is responsible for the budget management and accountability of all property and equipment. Current city policy and/or applicable resolution(s) will be followed when administering the budget process.

II. Requisitioning and Replacement

1. All requests for equipment shall be in writing and forwarded, after supervisory approval, to the Confidential Secretary.
2. The Confidential Secretary will submit to the City Purchasing Department all requisitions and/or invoices.
3. Payment for purchased items must be made by City Voucher or Purchase Order, subject to the rules and regulations of the Purchasing Department.

III. Accountability and Control

1. Division Commanders and specialized unit supervisors shall be responsible for equipment and supplies assigned or issued to their respective divisions.

2. All property and equipment will be assigned a city control number and added to the master inventory list. The inventory list will be maintained by the City Purchasing Department.
3. Removal of any equipment must be through the approval of the Superintendent of Police or designee.

IV. Distribution

1. Office Supplies
 - A. Office supplies will be ordered and disbursed as needed by the Confidential Secretary.
2. Vehicles and Related Equipment
 - A. Vehicles will be replaced as needed. The Superintendent of Police or designee, with the assistance of the Administrative Captain, Traffic Division Captain and Confidential Secretary, will coordinate the replacement process following the steps outlined above.
 - B. Expendable equipment for police vehicles will be obtained through the Traffic Division Commander, who is responsible for day-to-day maintenance of the fleet.
3. Weapons and Ammunition
 - A. All weapons, ammunition and range supplies will be maintained in a secure facility by the Firearms Training Officer(s).
 - B. All weapons and related supplies will be ordered by the Firearms Training Officer(s) with the assistance of the Administrative Captain.
 - C. Weapons, leather gear and related supplies will be issued only by the Firearms Training Officer(s).
 - D. Ammunition will be issued by the Firearms Training Officer(s).
 - E. An inventory of all weapons and supplies will be maintained by the Firearms Training Unit.

V. Uniforms

1. Uniforms and related equipment will be issued by the Personnel Officer.
2. The Personnel Officer is responsible for the ordering of uniforms and related equipment for each member on an as needed basis.
3. Replacement of worn or damaged items will be done in conjunction with the Superintendent of Police and Personnel Officer.

VI. Specialty Units and Vehicles

1. Supervisors of special units and vehicles shall be responsible for the requisitioning and maintenance of equipment and supplies assigned or issued to their unit or vehicle.
2. Supervisors shall maintain an inventory including quantity and location of said equipment.

VII. Inventory of Property/Equipment

1. An inventory of all property and/or equipment (excluding expendable items) will be conducted at the direction of the City Purchasing Department.