



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

AGENCY PROPERTY
GENERAL ORDER NO: 2.6.10

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Volume 2: Logistics	Chapter 6: Fiscal Management and Responsibility
Distribution: All Personnel	NYSLEAP: 6.1, 6.2
Issuing Authority: Chief Eric Hawkins	Page: 1 of 5

PURPOSE: The purpose of this policy is to establish inventory controls and requisition procedures for property owned by the department.

POLICY: It is the policy of the Albany Police Department to be accountable for property that is purchased by this department, and for said property to be closely monitored and maintained through accurate inventory records and a managed requisition and distribution system.

I. INVENTORY AND CONTROL

A. The department shall inventory all specified property, as requested by the Chief of Police or as directed by the City Government.

1. The inventory shall be an itemized list of property by department section and office.
2. The inventory shall be documented on the Unit/Station Inventory Form, APD Form # [redacted] shown on page 4 of this order.
3. Unit Heads shall be responsible for inventorying department property/equipment that is assigned to their unit.
4. Records of all department equipment shall be maintained by the Office of the Chief of Police.

a. A copy of the department inventory shall also be provided to the City Treasurer.

B. Department property that is purchased and maintained though the use of grant money shall be subject to the conditions of use as specified in the grant paperwork.

II. PROPERTY DISTRIBUTION AND REQUISITIONING

A. The Chief of Police has the ultimate responsibility for the management, accountability, distribution, and issuance of agency property.

- B. It shall be the responsibility of all department personnel to properly use and care for all equipment utilized in the course of their duties.
 - 1. Intentional misuse or abuse of any department equipment may be the basis for discipline.
 - 2. All supervisory personnel shall monitor the use of department equipment and ensure department procedures are followed.
- C. All requests for procurement and requisitioning of City owned property shall be presented to the Chief of Police or his/her designee during internal fiscal meetings.
 - 1. Supervisors shall be responsible for assignment and distribution of equipment and supplies assigned or issued to their respective units.
- D. Operating supplies such as paper, pencils, pens, report forms etc. shall be requested by completing an Albany Police Department Supply Request Form, APD Form # [REDACTED] shown on page 5 of this order.
 - 1. Completed Supply Request Forms shall be emailed to the department quartermaster.
 - 2. Once approved, supplies shall be delivered to the appropriate unit/station.
- E. The issuance and replacement of department uniforms and equipment shall be in accordance with General Order 3.2.00 - Uniforms and Grooming Standards.
- F. The issuance and replacement of equipment for police vehicles such as flares, blankets, first aid equipment, etc. shall be in accordance with General Order 3.3.00 - Department Vehicles.
- G. Furniture and other equipment purchased for, or registered to the Police Department shall be for department use only.
 - 1. Removal of such equipment for any reason must have prior written approval from Chief of Police or his/her designee.
 - 2. Notification shall also be made to the Treasurer's Office.

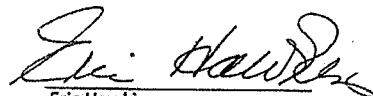
III. DEPARTMENT WEAPONS

- A. Department weapons shall be issued by the Training Unit. The Training Unit shall maintain a record of each weapon and its condition.
 - 1. It shall be the Training Unit's responsibility to purchase equipment needed for department weapons and range facilities, within the procedures set forth in this policy.
 - 2. Specialized weapons shall be maintained by the Training Unit and [REDACTED] as designated by the Chief of Police.
- B. Each station shall have shotguns assigned to them for use by officers during daily patrol.

1. Shotguns [REDACTED]
 2. The Training Unit shall be responsible for ensuring that these weapons are available and ready for use.
- C. Department ammunition orders shall be submitted to the Chief of Police by the Training Unit Lieutenant during internal fiscal meetings.
1. Department ammunition shall be maintained and issued by the Training Unit.
- D. The Training Unit shall maintain and issue all OC/Pepper Spray products and all Conducted Energy Weapons (CEWs) and supplies.

IV. MAINTENANCE OF DEPARTMENT OWNED EQUIPMENT

- A. Each employee who is issued department owned equipment shall be responsible for maintaining those items in a state of operational readiness.
1. This shall include the proper care, cleaning, preventative maintenance, repair, workability, and responsiveness of these items.
- B. Supervisors, at all levels, that have agency-owned equipment assigned to their units are responsible for ensuring that these items remain in a state of operational readiness.
- C. The Quartermaster shall be responsible for maintaining department property stored in the Quartermaster storage room in a state of operational readiness.
- D. The operational readiness of all equipment should be inspected at regular intervals.


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Chief of Police

Inventory List

[ALBANY POLICE DEPARTMENT - UNIT/STATION]

Product ID	Description	Quantity in Stock	Reorder Level	Reorder Date	Reorder Quantity	Discontinued?
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SUPPLY REQUEST FORM

UNIT			DATE OF REQUEST				
Category	QTY	Type	Category	QTY	Type		
APD FORMS		APPEARANCE TICKET	PACKS	ENVELOPES	BUSINESS 4 X9 1/2	BOX OF 500	
		CASH BAIL AFFIDAVIT	PACKS			CLASP 9X12	METAL CLASP - 1 EACH
		CONTINUATION/SUPP	PACKS			FLAT FEING 9 1/2 X 11 3/4	100BK 9 1/2 X 11 3/4
		DEFENDANT STATEMENTS	PACKS	FIRE EXTINGUISHER	INTEROFFICE	10X13 BOX OF 100	
		FIELD INTERVIEW CARD (FIR)	BOOKLET-1 EACH			BOAT/MARINER	1-CAN
		INCIDENT/REFERRALS	PADS-1EACH		CAR	1 CAN	
		INV ASSIGNMENT REPORT	PACKS	FLOPPY DISK	3.5 DISKETTES	BOX OF 10 IBM	
		INVESTIGATION REPORT	PACKS	LABELS	ADDRESS LABELS	3000 IN BOX	
		JUVENILE CONTACT CARD	BOOKLET-1EACH			MAILING LABELS	BOX OF 3000
		PRELIMINARY STOLEN VEHICLE	PACKS	MARKERS	PRINTER LABELS	BOX OF 250	
		PROPERTY REPORT	PACKS			DRY ERASE 4-COLOR SET	EXPO 4PK 84D74
		SECOND HAND DEALER	PACKS			FELT TIP RED	12 IN PACK
		STOLEN VEHICLE REPORT	PACKS			HIGHLIGHTER	BLUE
		SWORN STATEMENTS	PACKS			HIGHLIGHTER	PINK
		WARRANT CONTROL JACKET	PACKS			HIGHLIGHTER	YELLOW
		WARRANT CONTROL SHEET	PACKS			JUMBO BLACK PERM	12 IN A PACK
	MYS FORMS		ACCIDENT (MV-104A)		BOOKLET-1 EACH		PERM FN BLACK
		ARREST REPORT (DCJS-3203)	BOOKLET-1 EACH			PERM FN RED	12 IN A PACK
		CHLD ABUSE (DS221-A)	PACKS OF 100			PERM LG RED	12 IN A PACK
		DIR (FORM 3221)	BOOKLET-1 EACH	MISC	POCKET HIGHLIGHTER	PINK	
		DWI ARREST (DCJS-3204)	BOOKLET-1EACH			POCKET HIGHLIGHTER	YELLOW
		SIR-BOOKLET (DCJS-3205)	SIR -1EACH			CLIP BOARD	1-WOOD/METAL
BATTERIES		9 VOLT	PACK OF 4			CORRECTION FLUID	INDIVIDUAL ITEM
		AA	PACK OF 8			FIRST AID KIT-OFFICE	KIT-1 EACH
		AAA	PACK OF 12			GLUE STICKS	INDIVIDUAL
		C	PACK OF 8		GUMMED REINFORCEMENTS	BOX	
		D	PACK OF 8		INK STAMP PAD	BLACK 1 - EACH	
BINDER CLIPS		1 1/4 INCH WIDE	PACK OF 12		PENS (MEDIUM BLACK)	PACK OF 12	
		2 INCH WIDE	PACK OF 12		PENCILS	10 IN A PACK	
		3/8 IN SMALL	PACK OF 12		PROLODEX	INDIVIDUAL ITEM	
		5/8 INCH MEDIUM	PACK OF 12		RUBBER BANDS	3 1/2 X 1/8 1LB BAG	
BINDERS		1 INCH	BLACK 1 EACH		RULER 1/2 INCH	STANDARD	
		2 INCH	BLACK 1 EACH		SCISSORS	7 INCH	
		3 INCH	BLUE 1 EACH		TAB DIVIDERS	A TO Z 1 EACH	
		4 INCH	BLACK 1 EACH				
BOOKING SUPPLIES		CLEAN UP KIT	1 EACH	PAPER CLIPS	ZIN PAPER	FASTENERS/BOX 50	
		COAT TAGS	500 IN CASE			JUMBO	PACK OF 100
		CPR MASK	POCKET MASK 1-EACH			SMALL	PACK OF 100
		EVIDENCE TAPE	ROLL 1 EACH	STAPLER SUPPLIES	STAPLER	INDIVIDUAL ITEM	
		SPIR HOODS	CASE			STAPLE REMOVER	INDIVIDUAL
	METAL RIM TAGS	BOX OF 50		STAPLES/STND	1 PACK -5000		
COPY PAPER		3 HOLE B 1/2X11	CASE/10 PACK	TAPE SUPPLIES	DISPENSER 3/4 IN	DESK TOP	
		CANARY 8 1/2X11	CASE OF 10/500SHEETS			PACRING 1.88 IN WIDE	PACKAGING
		CHERRY 8 1/2X11	CASE OF 10/500SHEETS			TAPE 3/4 INCH	1 ROLL INVISIBLES
		COMPUTER FORMS	CASE	TYPEWRITER	IBM CORR. RIBBON	TYPE WRITER	
		COMPUTER PRINTOUT	CASE OF 2700 SHEETS			MICROLINE 182/192	RIBBON
		COPY 8 1/2 X14	CASE OF 10 PACK	WRITING PADS	BLOTTER	RECORD BOOK-1	
		GREEN 8 1/2X11	CASE OF 10/500 SHEETS			INVESTIGATOR	NOTE BOOK
		PENTAX	ROLLS-1EACH			POCKET SIZE	PACK OF 12
		WHITE 8 1/2X11	CASE-10PACK/500SHEETS			MESSAGE PAD	PINK 4X5 12PACK
		WHITE 8 1/2X14	CASE OF 10/500SHEETS			PHONE MESSAGE BOOK	1EA/DUAL COPY 600 SETS
FOLDERS		EXPANDING WALLET	1 EACH LEGAL			POST-IT NOTES	12 IN PACK
		FILE 3/4 IN	LETTER 3X100			RECEIPT BOOK	MONEY 1-BOOK
		HANGING 1/3 CUT	25 IN BOX			SCRATCH PADS	5X8 WHITE
		HANGING 1/3 CUT	25 IN BOX			STENO BOOK 6X12	1 WHITE
		MANILA LEGAL 1/3	11PT, 8X100			WHITE 8 1/2 X11 3/4	LEGAL PADS
		POCKETS	BOX(25) STRAIGHT CUT		YELLOW 8 1/2 X11 3/4	LEGAL PADS 12PACK	
		PORTFOLIOS	25 IN BOX				