

General Order 241.00

Reviewed: 12/14

241.00 ISSUANCE OF DEPARTMENTALLY OWNED PROPERTY

- The initiating departmental member will complete a “Requisition Form” and obtain his/her supervisor’s signature indicating approval.
- The affected supervisor will verify the need for the requested item and sign the requisition form if the item is approved.
- The requisition form will be forwarded through the departmental member’s Division Commander to the Property/Fiscal Management Unit for review against funds by the Support Services Division.
- Upon completing the financial review, the Support Services Division will forward the requisition to the Administrative Specialist.
- The Administrative Specialist, who is responsible for the issuance of agency-owned property, will check the requisition against existing stocks of supplies.
- If the requested item is already in the possession of the Police Department and unassigned, the Administrative Specialist will:
 - Issue the item, and
 - Obtain a signed receipt from the individual taking possession of the item.
- If the requested item is not available in existing stocks, the Administrative Specialist will complete the purchasing process approved by the City of Greeley.
- Upon compliance with the City of Greeley Purchasing Process, the requisition will be forwarded to the Support Services Division and the departmental budget will be examined to establish the authority to purchase the requested item. If the requested item is a non-budgeted expenditure, the Support Services Division will consult with the affected Division Commander in order to establish the justification or necessity for the expenditure.
- Once the authority and the necessity of the request have been established, the Administrative Section will order the item. Upon delivery of the ordered item, the Property/Fiscal Management Unit shall enter the item into the departmental inventory and issue the item to the requesting departmental member.

GREELEY POLICE DEPARTMENT

- Once the property has been issued and a signed receipt obtained, the property becomes the responsibility of the departmental member accepting receipt.
- When it becomes necessary to transfer issued property from one department unit to another, it is the responsibility of the departmental member accepting the original receipt of the property to ensure that the "Transfer of Property Form" is completed in its entirety, signed by all affected personnel, and filed with the Administrative Specialist prior to the transfer of said property. Transfer forms are available from the Administrative Specialist.

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Authorized by Jerry Garner, Police Chief
Effective Date: December 5, 2014

Jerry Garner
Signature

Date: 12-5-2014