


GREELEY POLICE DEPARTMENT

General Order 244.00

Reviewed: 02/15

**244.00 INSPECTIONS OF DEPARTMENTAL PROPERTY**

- At the direction of the Chief of Police, a sworn supervisor from another departmental component will perform an annual spot inventory of departmentally-owned property. The appointed inspector will:
  - Compare the results of the inspection with the perpetual inventory maintained by the Property/Fiscal Management Unit,
  - Ensure items noted are in actual custody of the department,
  - Perform an inspection of property storage areas for agency-owned property, and
  - Report the findings to the Chief of Police.
- When a new Administrative Specialist is designated, an inventory of agency-owned property and the inspection of records will be conducted by the newly designated Administrative Specialist and the outgoing Administrative Specialist. If the outgoing Administrative Specialist is unavailable, Inspectional Services will participate in the inspection.

Reviewed: 02/15	
Authorized by Jerry Garner, Police Chief	
Effective Date: February <u>27</u> , 2015	
 Signature	Date: <u>2/27/15</u>