

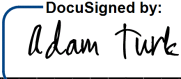
GREELEY POLICE DEPARTMENT

**General Order 240.00**

**Reviewed: 02/23**

**240.00 PROPERTY MANAGEMENT RESPONSIBILITIES**

- Responsibilities concerning agency-owned property:
  - The Administrative Specialist of the Property/Fiscal Management Unit shall be responsible for the management of stored departmentally-owned property after acquisition and prior to issuance; and shall ensure said property is maintained in a proper state of operational readiness.
  - The Administrative Specialist of the Property/Fiscal Management Unit will be responsible for the distribution and issuance of agency-owned property to authorized users.
  - The Property/Fiscal Management Unit will ensure the accountability for agency-owned property via issuance, inspection, and inventory procedures.
  - Agency-owned property stored by the Property/Fiscal Management Unit shall be kept in secured areas. Access to these areas will be extended only to authorized personnel. Access must be approved by the Services Deputy Chief or the Operations Deputy Chief.

<b>General Order 240.00</b>	<b>Reviewed: 02/23</b>
<b><u>PROPERTY MANAGEMENT RESPONSIBILITIES</u></b>	
<b>Authorized by Adam Turk, Chief of Police</b>	
<b>Effective Date: February <u>14</u>, 2023</b>	
<small>DocuSigned by:</small>  <small>E1F3B9936247460...</small>	<b>Date:</b> <u>2/14/2023</u>
<b>Signature</b>	