

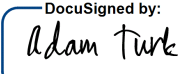
GREELEY POLICE DEPARTMENT

General Order 242.00

Reviewed: 03/23

242.00 INVENTORY

- The Support Services Division shall ensure the existence of a centralized inventory system controlling all departmentally owned property. The maintenance of the department’s perpetual inventory shall be the duty of the Senior Administrative Specialist.
- The inventory system will contain the following information per item:
 - A description of the individual item,
 - The serial number of the item,
 - The date the item was received,
 - The item’s location within the Department,
 - Estimated value of the item,
 - City-issued serial number of the item, if any, and
 - Note of physical inspection.
- Upon receipt of new property, the appropriate information will be added to the perpetual inventory. Likewise, as property leaves control of the Department, the item will be deleted from the inventory.
- If the item was purchased through a grant, the item cannot leave inventory until the grantor has been notified and proper paperwork has been completed per individual grant guidelines.
- When the department level inventory procedures have been completed, the Support Services Division will forward the inventory to the Finance Department, if the item has been tagged by Finance; in order to comply with municipal government’s inventory procedures.

General Order 242.00	<u>INVENTORY</u>	Reviewed: 03/23
Authorized by Adam Turk, Police Chief		
Effective Date: March <u>14</u>, 2023		
<p><small>DocuSigned by:</small>  <small>E1F3B9936247460...</small></p> <p>Signature</p>	<p>Date: <u>March 14, 2023</u></p>	