



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 602	Effective Date: November 1, 2020
Subject: Agency Property	
Reference Standards: 6.1, 6.2	
Rescinds:	
Page 1 of 3	Attachments: None

I. Acquisition of department property

- A. The department will comply with all requirements sent forth by the Town of Macedon regarding purchasing any item or service.

II. Department property control

- A. An inventory of furnishings and equipment owned and/or used by the department will be kept, on an ongoing basis by the Town of Macedon Police Clerk's Office.
- B. The following Macedon Police Department personnel will be responsible for proper management and control of department owned and/or utilized property. This will include maintaining supply levels and completing yearly inventories of said property.
 - 1. Administrative Sergeant
 - a. Office furniture and related equipment
 - b. Police vehicles and related equipment
 - c. Uniforms and related equipment
 - 2. Police Range Master
 - a. Firearms
 - b. Ammunition
 - c. Less lethal weapons
 - d. Chemical agents

- e. Range related equipment and supplies
- 3. Bicycle Unit Supervisor
 - a. Bicycles and related equipment
- 4. Police Clerk
 - a. Office supplies
- C. Personnel will be held accountable and be responsible for any property or equipment issued to them.

III. Storage and security of agency property

- A. Firearms
 - 1. Those firearms that have not been issued will be secured in the Firearms Vault. Only Firearms Instructors will have access to this vault.
- B. Ammunition
 - 1. Ammunition that has not been issued will be secured in the Firearms Vault. Only Firearms Instructors will have access to this vault.
- C. Less lethal weapons
 - 1. The Range Master will maintain an inventory of the less lethal weapons and ensure that they are in proper working order.
 - 2. Extra equipment and supplies associated with less lethal weapons will be secured for distribution as needed.
- D. Bicycle Unit equipment
 - 1. Bicycles and related equipment will be secured in the garage.
- E. Uniforms and equipment
 - 1. Uniforms and equipment that have not been issued will be kept secured for distribution as needed.
- F. Office equipment and supplies
 - 1. Office equipment and supplies that have not been issued will be kept secured in the Records Room for distribution as needed.

IV. Requisition of department property

- A. With the exception of expendable supplies, all requests for equipment, supplies, etc. (purchase, replacement or repair) will be forwarded to the Office of the Chief of Police or

his/her designee.

- B. Requests for expendable items such as reports and office supplies will be made to the Police Clerk.

V. Distribution of department property

- A. Received property, equipment, and/or supplies will be forwarded to the person responsible for inventory and control.
- B. This employee will then distribute the item to the requesting person.

By Order of the Chief of Police

John P Colella

[John P Colella \(Nov 2, 2020 08:23 EST\)](#)

John P. Colella

Chief of Police

Dated this 1st day of November 2020