



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

**AGENCY PROPERTY
GENERAL ORDER NO: 2.6.10**

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Volume 2: Logistics	Chapter 6: Fiscal Management and Responsibility
Distribution: All Personnel	NYSLEAP: 6.1, 6.2
Issuing Authority: Chief Eric Hawkins	Page: 1 of 5

PURPOSE: The purpose of this policy is to establish inventory controls and requisition procedures for property owned by the department.

POLICY: It is the policy of the Albany Police Department to be accountable for property that is purchased by this department, and for said property to be closely monitored and maintained through accurate inventory records and a managed requisition and distribution system.

I. INVENTORY AND CONTROL

- A. The department shall inventory all specified property, as requested by the Chief of Police or as directed by the City Government.
 1. The inventory shall be an itemized list of property by department section and office.
 2. The inventory shall be documented on the Unit/Station Inventory Form, APD Form # [REDACTED] shown on page 4 of this order.
 3. Unit Heads shall be responsible for inventorying department property/equipment that is assigned to their unit.
 4. Records of all department equipment shall be maintained by the Office of the Chief of Police.
 - a. A copy of the department inventory shall also be provided to the City Treasurer.

- B. Department property that is purchased and maintained though the use of grant money shall be subject to the conditions of use as specified in the grant paperwork.

II. PROPERTY DISTRIBUTION AND REQUISITIONING

- A. The Chief of Police has the ultimate responsibility for the management, accountability, distribution, and issuance of agency property.

- B.** It shall be the responsibility of all department personnel to properly use and care for all equipment utilized in the course of their duties.

 - 1. Intentional misuse or abuse of any department equipment may be the basis for discipline.
 - 2. All supervisory personnel shall monitor the use of department equipment and ensure department procedures are followed.
- C.** All requests for procurement and requisitioning of City owned property shall be presented to the Chief of Police or his/her designee during internal fiscal meetings.

 - 1. Supervisors shall be responsible for assignment and distribution of equipment and supplies assigned or issued to their respective units.
- D.** Operating supplies such as paper, pencils, pens, report forms etc. shall be requested by completing an Albany Police Department Supply Request Form, APD Form # [REDACTED] shown on page 5 of this order.

 - 1. Completed Supply Request Forms shall be emailed to the department quartermaster.
 - 2. Once approved, supplies shall be delivered to the appropriate unit/station.
- E.** The issuance and replacement of department uniforms and equipment shall be in accordance with General Order 3.2.00 - Uniforms and Grooming Standards.
- F.** The issuance and replacement of equipment for police vehicles such as flares, blankets, first aid equipment, etc. shall be in accordance with General Order 3.3.00 - Department Vehicles.
- G.** Furniture and other equipment purchased for, or registered to the Police Department shall be for department use only.

 - 1. Removal of such equipment for any reason must have prior written approval from Chief of Police or his/her designee.
 - 2. Notification shall also be made to the Treasurer's Office.

III. DEPARTMENT WEAPONS

- A.** Department weapons shall be issued by the Training Unit. The Training Unit shall maintain a record of each weapon and its condition.

 - 1. It shall be the Training Unit's responsibility to purchase equipment needed for department weapons and range facilities, within the procedures set forth in this policy.
 - 2. Specialized weapons shall be maintained by the Training Unit and [REDACTED] as designated by the Chief of Police.
- B.** Each station shall have shotguns assigned to them for use by officers during daily patrol.

1. Shotguns [REDACTED]
2. The Training Unit shall be responsible for ensuring that these weapons are available and ready for use.

C. Department ammunition orders shall be submitted to the Chief of Police by the Training Unit Lieutenant during internal fiscal meetings.

1. Department ammunition shall be maintained and issued by the Training Unit.

D. The Training Unit shall maintain and issue all OC/Pepper Spray products and all Conducted Energy Weapons (CEWs) and supplies.

IV. MAINTENANCE OF DEPARTMENT OWNED EQUIPMENT

- A. Each employee who is issued department owned equipment shall be responsible for maintaining those items in a state of operational readiness.
 1. This shall include the proper care, cleaning, preventative maintenance, repair, workability, and responsiveness of these items.
- B. Supervisors, at all levels, that have agency-owned equipment assigned to their units are responsible for ensuring that these items remain in a state of operational readiness.
- C. The Quartermaster shall be responsible for maintaining department property stored in the Quartermaster storage room in a state of operational readiness.
- D. The operational readiness of all equipment should be inspected at regular intervals.



Eric Hawkins
Chief of Police

Inventory List

[ALBANY POLICE DEPARTMENT - UNIT/STATION]

Product ID	Description	Quantity in Stock	Reorder Level	Reorder Date	Reorder Quantity	Discontinued?
1001	Standard Widget	5000	1000	2023-01-15	1000	No
1002	Deluxe Widget	3000	800	2023-02-15	800	No
1003	Platinum Widget	2000	500	2023-03-15	500	No
1004	Green Widget	1500	300	2023-04-15	300	No
1005	Blue Widget	1000	200	2023-05-15	200	No
1006	Red Widget	800	150	2023-06-15	150	No
1007	Yellow Widget	600	100	2023-07-15	100	No
1008	Black Widget	400	80	2023-08-15	80	No
1009	White Widget	300	60	2023-09-15	60	No
1010	Orange Widget	200	40	2023-10-15	40	No
1011	Grey Widget	100	20	2023-11-15	20	No
1012	Gold Widget	50	10	2023-12-15	10	No
1013	Silver Widget	30	5	2024-01-15	5	No
1014	Platinum Widget (Special)	20	3	2024-02-15	3	No
1015	Platinum Widget (Special)	10	2	2024-03-15	2	No
1016	Platinum Widget (Special)	5	1	2024-04-15	1	No
1017	Platinum Widget (Special)	3	0.5	2024-05-15	0.5	No
1018	Platinum Widget (Special)	2	0.2	2024-06-15	0.2	No
1019	Platinum Widget (Special)	1	0.1	2024-07-15	0.1	No
1020	Platinum Widget (Special)	0.5	0.05	2024-08-15	0.05	No
1021	Platinum Widget (Special)	0.3	0.02	2024-09-15	0.02	No
1022	Platinum Widget (Special)	0.2	0.01	2024-10-15	0.01	No
1023	Platinum Widget (Special)	0.1	0.005	2024-11-15	0.005	No
1024	Platinum Widget (Special)	0.05	0.002	2024-12-15	0.002	No
1025	Platinum Widget (Special)	0.03	0.001	2025-01-15	0.001	No
1026	Platinum Widget (Special)	0.02	0.0005	2025-02-15	0.0005	No
1027	Platinum Widget (Special)	0.01	0.0002	2025-03-15	0.0002	No
1028	Platinum Widget (Special)	0.005	0.0001	2025-04-15	0.0001	No
1029	Platinum Widget (Special)	0.003	0.00005	2025-05-15	0.00005	No
1030	Platinum Widget (Special)	0.002	0.00002	2025-06-15	0.00002	No
1031	Platinum Widget (Special)	0.001	0.00001	2025-07-15	0.00001	No
1032	Platinum Widget (Special)	0.0005	0.000005	2025-08-15	0.000005	No
1033	Platinum Widget (Special)	0.0003	0.000002	2025-09-15	0.000002	No
1034	Platinum Widget (Special)	0.0002	0.000001	2025-10-15	0.000001	No
1035	Platinum Widget (Special)	0.0001	0.0000005	2025-11-15	0.0000005	No
1036	Platinum Widget (Special)	0.00005	0.0000002	2025-12-15	0.0000002	No
1037	Platinum Widget (Special)	0.00003	0.0000001	2026-01-15	0.0000001	No
1038	Platinum Widget (Special)	0.00002	0.00000005	2026-02-15	0.00000005	No
1039	Platinum Widget (Special)	0.00001	0.00000002	2026-03-15	0.00000002	No
1040	Platinum Widget (Special)	0.000005	0.00000001	2026-04-15	0.00000001	No
1041	Platinum Widget (Special)	0.000003	0.000000005	2026-05-15	0.000000005	No
1042	Platinum Widget (Special)	0.000002	0.000000002	2026-06-15	0.000000002	No
1043	Platinum Widget (Special)	0.000001	0.000000001	2026-07-15	0.000000001	No
1044	Platinum Widget (Special)	0.0000005	0.0000000005	2026-08-15	0.0000000005	No
1045	Platinum Widget (Special)	0.0000003	0.0000000002	2026-09-15	0.0000000002	No
1046	Platinum Widget (Special)	0.0000002	0.0000000001	2026-10-15	0.0000000001	No
1047	Platinum Widget (Special)	0.0000001	0.00000000005	2026-11-15	0.00000000005	No
1048	Platinum Widget (Special)	0.00000005	0.00000000002	2026-12-15	0.00000000002	No
1049	Platinum Widget (Special)	0.00000003	0.00000000001	2027-01-15	0.00000000001	No
1050	Platinum Widget (Special)	0.00000002	0.000000000005	2027-02-15	0.000000000005	No
1051	Platinum Widget (Special)	0.00000001	0.000000000002	2027-03-15	0.000000000002	No
1052	Platinum Widget (Special)	0.000000005	0.000000000001	2027-04-15	0.000000000001	No
1053	Platinum Widget (Special)	0.000000003	0.0000000000005	2027-05-15	0.0000000000005	No
1054	Platinum Widget (Special)	0.000000002	0.0000000000002	2027-06-15	0.0000000000002	No
1055	Platinum Widget (Special)	0.000000001	0.0000000000001	2027-07-15	0.0000000000001	No
1056	Platinum Widget (Special)	0.0000000005	0.00000000000005	2027-08-15	0.00000000000005	No
1057	Platinum Widget (Special)	0.0000000003	0.00000000000002	2027-09-15	0.00000000000002	No
1058	Platinum Widget (Special)	0.0000000002	0.00000000000001	2027-10-15	0.00000000000001	No
1059	Platinum Widget (Special)	0.0000000001	0.000000000000005	2027-11-15	0.000000000000005	No
1060	Platinum Widget (Special)	0.00000000005	0.000000000000002	2027-12-15	0.000000000000002	No
1061	Platinum Widget (Special)	0.00000000003	0.000000000000001	2028-01-15	0.000000000000001	No
1062	Platinum Widget (Special)	0.00000000002	0.0000000000000005	2028-02-15	0.0000000000000005	No
1063	Platinum Widget (Special)	0.00000000001	0.0000000000000002	2028-03-15	0.0000000000000002	No
1064	Platinum Widget (Special)	0.000000000005	0.0000000000000001	2028-04-15	0.0000000000000001	No
1065	Platinum Widget (Special)	0.000000000003	0.00000000000000005	2028-05-15	0.00000000000000005	No
1066	Platinum Widget (Special)	0.000000000002	0.00000000000000002	2028-06-15	0.00000000000000002	No
1067	Platinum Widget (Special)	0.000000000001	0.00000000000000001	2028-07-15	0.00000000000000001	No
1068	Platinum Widget (Special)	0.0000000000005	0.000000000000000005	2028-08-15	0.000000000000000005	No
1069	Platinum Widget (Special)	0.0000000000003	0.000000000000000002	2028-09-15	0.000000000000000002	No
1070	Platinum Widget (Special)	0.0000000000002	0.000000000000000001	2028-10-15	0.000000000000000001	No
1071	Platinum Widget (Special)	0.0000000000001	0.0000000000000000005	2028-11-15	0.0000000000000000005	No
1072	Platinum Widget (Special)	0.00000000000005	0.0000000000000000002	2028-12-15	0.0000000000000000002	No
1073	Platinum Widget (Special)	0.00000000000003	0.0000000000000000001	2029-01-15	0.0000000000000000001	No
1074	Platinum Widget (Special)	0.00000000000002	0.00000000000000000005	2029-02-15	0.00000000000000000005	No
1075	Platinum Widget (Special)	0.00000000000001	0.00000000000000000002	2029-03-15	0.00000000000000000002	No
1076	Platinum Widget (Special)	0.000000000000005	0.00000000000000000001	2029-04-15	0.00000000000000000001	No
1077	Platinum Widget (Special)	0.000000000000003	0.000000000000000000005	2029-05-15	0.000000000000000000005	No
1078	Platinum Widget (Special)	0.000000000000002	0.000000000000000000002	2029-06-15	0.000000000000000000002	No
1079	Platinum Widget (Special)	0.000000000000001	0.000000000000000000001	2029-07-15	0.000000000000000000001	No
1080	Platinum Widget (Special)	0.0000000000000005	0.0000000000000000000005	2029-08-15	0.0000000000000000000005	No
1081	Platinum Widget (Special)	0.0000000000000003	0.0000000000000000000002	2029-09-15	0.0000000000000000000002	No
1082	Platinum Widget (Special)	0.0000000000000002	0.0000000000000000000001	2029-10-15	0.0000000000000000000001	No
1083	Platinum Widget (Special)	0.0000000000000001	0.00000000000000000000005	2029-11-15	0.00000000000000000000005	No
1084	Platinum Widget (Special)	0.00000000000000005	0.00000000000000000000002	2029-12-15	0.00000000000000000000002	No
1085	Platinum Widget (Special)	0.00000000000000003	0.00000000000000000000001	2030-01-15	0.00000000000000000000001	No
1086	Platinum Widget (Special)	0.00000000000000002	0.000000000000000000000005	2030-02-15	0.000000000000000000000005	No
1087	Platinum Widget (Special)	0.00000000000000001	0.000000000000000000000002	2030-03-15	0.000000000000000000000002	No
1088	Platinum Widget (Special)	0.000000000000000005	0.000000000000000000000001	2030-04-15	0.000000000000000000000001	No
1089	Platinum Widget (Special)	0.000000000000000003	0.0000000000000000000000005	2030-05-15	0.0000000000000000000000005	No
1090	Platinum Widget (Special)	0.000000000000000002	0.0000000000000000000000002	2030-06-15	0.0000000000000000000000002	No
1091	Platinum Widget (Special)	0.000000000000000001	0.0000000000000000000000001	2030-07-15	0.0000000000000000000000001	No
1092	Platinum Widget (Special)	0.0000000000000000005	0.00000000000000000000000005	2030-08-15	0.00000000000000000000000005	No
1093	Platinum Widget (Special)	0.0000000000000000003	0.00000000000000000000000002	2030-09-15	0.00000000000000000000000002	No
1094	Platinum Widget (Special)	0.0000000000000000002	0.00000000000000000000000001	2030-10-15	0.00000000000000000000000001	No
1095	Platinum Widget (Special)	0.0000000000000000001	0.000000000000000000000000005	2030-11-15	0.000000000000000000000000005	No
1096	Platinum Widget (Special)	0.00000000000000000005	0.000000000000000000000000002	2030-12-15	0.000000000000000000000000002	No
1097	Platinum Widget (Special)	0.00000000000000000003	0.000000000000000000000000001	2031-01-15	0.000000000000000000000000001	No
1098	Platinum Widget (Special)	0.00000000000000000002	0.0000000000000000000000000005	2031-02-15	0.0000000000000000000000000005	No
1099	Platinum Widget (Special)	0.00000000000000000001	0.0000000000000000000000000002	2031-03-15	0.0000000000000000000000000002	No
1100	Platinum Widget (Special)	0.000000000000000000005	0.0000000000000000000000000001	2031-04-15	0.0000000000000000000000000001	No
1101	Platinum Widget (Special)	0.000000000000000000003	0.00000000000000000000000000005	2031-05-15	0.00000000000000000000000000005	No
1102	Platinum Widget (Special)	0.000000000000000000002	0.00000000000000000000000000002	2031-06-15	0.00000000000000000000000000002	No
1103	Platinum Widget (Special)	0.000000000000000000001	0.00000000000000000000000000001	2031-07-15	0.00000000000000000000000000001	No
1104	Platinum Widget (Special)	0.0000000000000000000005	0.000000000000000000000000000005	2031-08-15	0.000000000000000000000000000005	No
1105	Platinum Widget (Special)	0.0000000000000000000003	0.000000000000000000000000000002	2031-09-15	0.000000000000000000000000000002	No
1106	Platinum Widget (Special)	0.0000000000000000000002	0.000000000000000000000000000001	2031-10-15	0.000000000000000000000000000001	No
1107	Platinum Widget (Special)	0.0000000000000000000001	0.0000000000000000000000000000005	2031-11-15	0.0000000000000000000000000000005	No
1108	Platinum Widget (Special)	0.00000000000000000000005	0.0000000000000000000000000000002	2031-12-15	0.0000000000000000000000000000002	No
1109	Platinum Widget (Special)	0.00000000000000000000003	0.0000000000000000000000000000001	2032-01-15	0.0000000000000000000000000000001	No
1110	Platinum Widget (Special)	0.00000000000000000000002	0.00000000000000000000000000000005	2032-02-15	0.00000000000000000000000000000005	No
1111	Platinum Widget (Special)	0.00000000000000000000001	0.00000000000000000000000000000002	2032-03-15	0.00000000000000000000000000000002	No
1112	Platinum Widget (Special)	0.000000000000000000000005	0.00000000000000000000000000000001	2032-04-15	0.00000000000000000000000000000001	No
1113	Platinum Widget (Special)	0.000000000000000000000003	0.000000000000000000000000000000005	2032-05-15	0.000000000000000000000000000000005	No
1114	Platinum Widget (Special)	0.000000000000000000000002	0.000000000000000000000000000000002	2032-06-15	0.000000000000000000000000000000002	No
1115	Platinum Widget (Special)	0.000000000000000000000001	0.000000000000000000000000000000001	2032-07-15	0.000000000000000000000000000000001	No
1116	Platinum Widget (Special)	0.0000000000000000000000005	0.0000000000000000000000000000000005	2032-08-15	0.0000000000000000000000000000000005	

SUPPLY REQUEST FORM

				DATE OF REQUEST			
Category	QTY	Type	Make	Category	QTY	Type	Make
APD FORMS	APPEARANCE TICKET	PACKS		ENVELOPES	BUSINESS 4 X9 1/2	BOX OF 500	
	CASH BAIL AFFIDAVIT	PACKS			CLASP 9X12	METAL CLASP - 1 EACH	
	CONTINUATION/SUPP	PACKS			FLAT FILING 9 1/2X11 3/4	100BX 9 1/2X11 3/4	
	DEFENDANT STATEMENTS	PACKS			INTEROFFICE	10X13 BOX OF 100	
	FIELD INTERVIEW CARD (FIR)	BOOKLET-1 EACH		FIRE EXTINGUISHER	BOAT/MARINER	1-CAN	
	INCIDENT/REFERRALS	PADS-1EACH			CAR	1 CAN	
	INV ASSIGNMENT REPORT	PACKS		FLOPPY DISK	3.5 DISKETTES	BOX OF 10 IBM	
	INVESTIGATION REPORT	PACKS			ADDRESS LABELS	3000 IN BOX	
	JUVENILE CONTACT CARD	BOOKLET-1EACH		LABELS	MAILING LABELS	BOX OF 3000	
	PRELIMINARY STOLEN VEHICLE	PACKS			PRINTER LABELS	BOX OF 250	
	PROPERTY REPORT	PACKS		MARKERS	DRY ERASE 4 COLOR SET	EXPO 4PK 84074	
	SECOND HAND DEALER	PACKS			FEEL TIP RED	12 IN PACK	
	STOLEN VEHICLE REPORT	PACKS			HIGHLIGHTER	BLUE	
	SWORN STATEMENTS	PACKS			HIGHLIGHTER	PINK	
	WARRANT CONTROL JACKET	PACKS			HIGHLIGHTER	YELLOW	
	WARRANT CONTROL SHEET	PACKS			JUMBO BLACK PERM	12 IN A PACK	
	PROPERTY REPORT	PACKS			PERM FN BLACK	12 IN A PACK	
	SECOND HAND DEALER	PACKS			PERM FN RED	12 IN PACK	
	STOLEN VEHICLE REPORT	PACKS			PERM LG RED	12 IN A PACK	
	SWORN STATEMENTS	PACKS			POCKET HIGHLIGHTER	PINK	
NYS FORMS	ACCIDENT (MV-104A)	BOOKLET-1 EACH			POCKET HIGHLIGHTER	YELLOW	
	ARREST REPORT (DCJS-3203)	BOOKLET-1 EACH		MISC	CUP BOARD	1-WOOD/METAL	
	CHILD ABUSE (LDS221-A)	PACKS OF 100			CORRECTION FLUID	INDIVIDUAL ITEM	
	DIR (FORM 3221)	BOOKLET-1 EACH			FIRST AID KIT-OFFICE	KIT-1 EACH	
	DWI ARREST (DCJS-3204)	BOOKLET-1EACH			GLUE STICKS	INDIVIDUAL	
	SIR-BOOKLET (DCJS-3205)	SIR -1EACH			GUMMED REINFORCEMENTS	BOX	
BATTERIES	9 VOLT	PACK OF 4			INK STAMP PAD	BLACK 1 - EACH	
	AA	PACK OF 8			FENS (MEDIUM BLACK)	PACK OF 12	
	AAA	PACK OF 12			PENCILS	10 IN A PACK	
	C	PACK OF 8			ROLODEX	INDIVIDUAL ITEM	
	D	PACK OF 8			RUBBER BANDS	3 1/2 X 3/8 1LB BAG	
BINDER CLIPS	1 1/4 INCH WIDE	PACK OF 12			RULER 12 INCH	STANDARD	
	2 INCH WIDE	PACK OF 12			SCISSORS	7 INCH	
	3/8 IN SMALL	PACK OF 12			TAB DIVIDERS	A TO Z 1 EACH	
	5/8 INCH MEDIUM	PACK OF 12		PAPER CLIPS			
BINDERS	1INCH	BLACK 1 EACH			ZIN PAPER	FASTENERS/BOX 50	
	2INCH	BLACK 1 EACH			JUMBO	PACK OF 100	
	3INCH	BLUE 1 EACH			SMALL	PACK OF 100	
	4INCH	BLACK 1 EACH		STAPLER SUPPLIES	STAPLER	INDIVIDUAL ITEM	
BOOKING SUPPLIES	CLEAN UP KIT	1 EACH			STAPLE REMOVER	INDIVIDUAL	
	COAT TAGS	500 IN CASE			STAPLES/STND	1 PACK -5000	
	CPR MASK	POCKET MASK 1-EACH		TAPE SUPPLIES	DISPENSER 3/4 IN	DESK TOP	
	EVIDENCE TAPE	ROLL 1-EACH			PACKING 1.88 IN WIDE	PACKAGING	
	SPIT HOODS	CASE			TAPE 3/4 INCH	1 ROLL INVISIBLES	
COPY PAPER	METAL RIM TAGS	BOX OF 50		TYPEWRITER	IBM CORR. RIBBON	TYPE WRITER	
	3 HOLE B 1/2X11	CASE/10 PACK			MICROLINE 182/192	RIBBON	
	CANARY B 1/2X11	CASE OF 10/500 SHEETS		WRITING PADS	BLOTTER	RECORD BOOK-1	
	CHERRY B 1/2X11	CASE OF 10/500 SHEETS			INVESTIGATOR	NOTE BOOK	
	COMPUTER FORMS	CASE			POCKET SIZE	PACK OF 12	
	COMPUTER PRINTOUT	CASE OF 2700 SHEETS			MESSAGE PAD	PINK 4X5 12PACK	
	COPY B 1/2X14	CASE OF 10 PACK			PHONE MESSAGE BOOK	1EA/DUAL COPY 600 SETS	
	GREEN B 1/2X11	CASE OF 10/500 SHEETS			POST-IT NOTES	12 IN PACK	
	PENTAX	ROLLS-1EACH			RECEIPT BOOK	MONEY 1-BOOK	
FOLDERS	WHITE B 1/2X11	CASE-10PACK/500SHEETS			SCRATCH PADS	50X WHITE	
	WHITE B 1/2X14	CASE OF 10/500SHEETS			STENO BOOK 6X12	1 WHITE	
	EXPANDING WALLET	1 EACH LEGAL			WHITE B 1/2 X11 3/4	LEGAL PADS	
	FILE 3/4 IN	LETTER 3X100			YELLOW B 1/2 X11 3/4	LEGAL PADS 12PACK	
	HANGING 1/3 CUT	25 IN BOX					
	HANGING 1/5 CUT	25 IN BOX					
	MANILA LEGAL 1/3	11PT. BX/100					
	POCKETS	BOX(25) STRAIGHT CUT					
	PORTFOLIOS	25 IN BOX					