

CHAPTER 18: BUDGET, SUPPLIES, PROPERTY, TRAVEL

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1.0 DEPARTMENT BUDGET

1.1 POLICY

It is the policy of the Buffalo Police Department to submit to the Mayor's Office an annual operating budget and an annual capital improvement budget, each budget reflecting the projected financial needs of the Department for the ensuing fiscal year.

1.2 POLICE COMMISSIONER'S RESPONSIBILITY

By virtue of his/her authority to manage all facets of Police Department operations, the Police Commissioner has the authority and responsibility for the fiscal management of the Department.

1.3 INSPECTOR ADMINISTRATION AND COMMUNICATION

The Inspector assigned to the Division of Administration and Communication, under the direction of the Commissioner, shall prepare the annual operating budget and the annual capital improvement budget. In preparing these budgets, the Inspector shall utilize the services of the Department's Administration and Finance Unit. All members of the Department, regardless of assignment, shall fully cooperate with the Inspector in the preparation of these budgets. After consultation with the City Budget Office and approval from the Commissioner of Police, during times of extreme fiscal hardship, the Inspector of Administration and Communication may suspend any or all parts of the following budget process. If this is the case, the budget would be prepared by various headquarters Command Staff in conjunction with personnel from the Administration and Finance Unit.

1.4 THE ROLE OF COMMANDING OFFICERS

- A. During the month of November of each year, all Commanding Officers in charge of a District, Unit, Bureau, Division or Specialized Squads (i.e. SWAT, CMT,URRT), shall fully assess the needs of their units for the ensuing fiscal year. They shall submit their budget requests based on the needs that they have established through this assessment process and based on the goals and objectives they have outlined for their respective units. Their budget requests shall be submitted on forms supplied by the Division of Administration and Communication in accord with the timetable established by the Commissioner.
- B. Appropriations for each unit will be based on the budget requests submitted by the above Commanding Officers. If the Commanding Officer does not submit a budget, or if the budget submitted does not accurately reflect the needs of the unit, then requisitions or requests submitted during the budget year for additional resources or equipment may have to be denied due to lack of budgeted funds.

1.5 JUSTIFYING BUDGET REQUESTS

After the Department formulates its budget, it is reviewed by the City's Budget Office and the Common Council. The justification for any particular budget request often determines whether the budget request will survive this review process. As a consequence it is imperative that budget requests be accompanied by detailed justifications that adequately illustrate:

- A. that the request significantly enhances police operations; or,
- B. that the request improves efficiency and results in cost savings; or,
- C. that the request is mandated by law, rule or regulation (e.g. OSHA regulations, state mandated training, etc.).

Justifying a budget request by simply relying on a previous year's appropriation is generally insufficient and risks elimination or reduction during the budget review process.

1.6 BUDGET REQUESTS: CATEGORIES

There are six general categories of budget requests that are delineated on forms provided by the Division of Administration and Communication.

A. Personnel Services

The personal services category includes:

1. requests for new positions:
 - a. requests for new positions must be specifically justified and shall include whether any position can be eliminated by virtue of the creation of the new position;
 - b. projected salary and general duties must also be included in such a request.
2. requests for additions to the existing manpower level.

B. Utility Services

The utility services category encompasses any new utility services, including gas, electric, water, and phone, which are not included in the current year's budget. An example would be any utility costs associated with a new COPS substation within the command.

C. Travel and Transportation

The travel and transportation category includes any expected travel and training costs anticipated in the ensuing fiscal year.

D. Materials and Supplies

The materials and supplies category includes anything that would normally be ordered from the *designated* Office Supply Catalog and any additional supplies and materials that may be needed in the ensuing fiscal year.

E. Purchase of Services

The purchase of services category includes services such as window washing, consulting services, maintenance agreements on equipment, etc. Funding for additional or new services, not included in the current budget, must be submitted for inclusion in the next fiscal year budget requests.

F. Capital Outlay

The capital outlay category includes furniture, equipment, materials, and supplies that are not considered consumable or are expected to last more than one budget year. Examples include police radios, computer equipment and office furniture. In addition to forwarding Capital requests with other budget items to Administration and Finance Unit, the following must also be completed:

1. Requests for computer equipment shall be forwarded to the Commanding Officer of the Management Information Section.
2. Requests for communication equipment (e.g. telephones, radios, radio equipment, etc.) shall be forwarded to the Commanding Officer in charge of Communications.
3. Requests for building improvements should be submitted to the Commanding Officer

in charge of Planning and Analysis.

4. Requests for vehicles should be forwarded to the Superintendent of Motor Vehicles.

1.7 BUDGET SUBMISSION TIMETABLE

Budget requests shall be submitted in accordance with the following timetable:

- A. In the first week of December of each year, the Administration and Finance unit will forward a budget packet to all Commanding Officers in charge of a District, Unit, Bureau, Division or Specialized Squad (i.e. SWAT, CMT, URRT), which will include a cover letter, timetable and forms for each of the budget categories above.
- B. By the end of the third week in December, all Commands will submit a completed budget packet to the Administration and Finance Unit.
- C. Throughout the first two weeks of January, Administration and Finance personnel review all budget requests and prepare budget summaries for all categories.
- D. Throughout the second and third weeks of January, Administration and Finance personnel work with the Inspector of Administration and Communication and Commanding Officer of Planning Analysis to prepare preliminary budget. At this point, budget packets are reviewed and additional information is obtained from various Commands if needed.
- E. By the end of the third week of January, a preliminary budget is presented to the Commissioner of Police for review and any necessary changes are determined and re-calculated.
- F. During the last week in January, the proposed Budget is finalized and is submitted by January 31st of each year to the City Budget Office through entry into the applicable accounting program.
- G. As soon as possible after the adoption of the City Budget (after June 10th of each year), units will be apprised by Administration and Finance of the status of their budget requests.

1.8 ADMINISTRATION AND FINANCE

- A. The Administration and Finance unit shall be responsible for accounting for all revenues and expenditures during the course of the fiscal year. They shall forward to the Commissioner through the chain of command, quarterly reports reflecting the status of each major account. These quarterly reports must minimally show:
 1. the initial appropriation for each account;
 2. the balances at the commencement of the quarterly period;
 3. expenditures and encumbrances made during the period;
 4. the unencumbered balance.
- B. The Commissioner shall be immediately notified of projected shortfalls, or of any irregularities associated with accounts contained in the Department's budget.
- C. After consulting with the Administration and Finance unit personnel on the availability of funding; allocations of funds to any Department unit for any purchase of goods or services must first be approved by the Inspector of Administration and Communication.

- D. Any expenditure of funds by a Department unit must be in strict accordance with existing guidelines and Department accounting practices.

1.9 CLASSIFYING APPROPRIATIONS AND EXPENDITURES

The Police Budget shall be divided into various accounts. These accounts shall accurately reflect the major functions of the Department. In order to accurately track the flow of funds within the Department and to better analyze the effectiveness of specific Department units, appropriations and expenditures must be accurately attributed to the appropriate account.

1.10 PETTY CASH ACCOUNT AND CRIMINAL PROCESS FUNDS

The Commanding Officer of each unit in the Department where cash accounts are maintained or where employees are permitted to receive, maintain or disburse cash shall:

- A. maintain a system that clearly identifies the initial balance, any cash received, any cash spent, and the current balance on hand;
- B. ensure that all cash received is accompanied by appropriate identifying documents and that there are receipts for all cash spent;
- C. ensure that all cash disbursements have been given prior approval and that the approval is accompanied by all documents justifying the expenditure;
- D. designate those members of his/her command who are authorized to disburse or accept cash;

1.11 CONFIDENTIAL FUNDS

Refer to M.O.P. Chapter 17.

1.12 AUDITING

The Division of Audit within the City Comptroller's Office holds the legal responsibility for conducting periodic audits of the Department's finances. Employees of the Department shall not unnecessarily interfere with the Division of Audit as it undertakes an examination of the Department's financial condition.

2.0 PURCHASES

2.1 POLICY

In order to maintain fiscally sound accounting practices and in order to ensure that purchases are made consistent with Departmental need, it is the policy of the Buffalo Police Department that all purchases must be approved by the Department's Administration and Communication Division and must conform to guidelines established by the City Director of Purchase and/or the City Audit Department.

2.2 FORMULATING RULES TO GOVERN PURCHASES

The City Director of Purchase, with the cooperation of the Department's Administration and Finance Unit, shall establish rules and conditions for the purchase of materials, supplies and equipment for Department use.

2.3 AUTHORIZATION FOR PURCHASES

No employee shall purchase, or enter into any agreement to purchase, any product or service of any kind, without the written approval of the Inspector of Administration and Communication. All major purchases must be approved by the Commissioner of Police.

2.4 PURCHASE REQUESTS

Requests for purchases shall be submitted through the chain of Command to the Administration and Finance Unit on form P-1024 (Requisition Form), specifying the reason for the purchase. Attached to the requisition shall be any supporting documentation that may be necessary (e.g. copies of catalogue pages, specification sheets, vendor information, etc.). The Administration and Finance Unit shall be responsible for forwarding approved requests to the City Division of Purchase.

2.5 RECEIPT OF PURCHASES

- A. Units that submitted a requisition requiring the purchase of an item by the City shall be notified by the Administration and Finance Unit upon delivery of the item to Police Headquarters. Administration and Finance personnel will secure any packing slip or delivery information regarding the shipment. A representative from the ordering unit must make arrangements to pick up the delivery and sign any applicable paperwork verifying delivery and pick up of the merchandise. If purchased items are delivered directly to a unit or location other than police headquarters, Administration and Finance must be notified immediately and any original packing slips or delivery information must be signed and forwarded to Administration and Finance personnel. If a packing slip is unavailable or lost, a signed copy of the requisition indicating the items were received shall be utilized instead.
- B. Employees of the Department accepting delivery of purchases shall sign the delivery slips in duplicate, returning one copy of the delivery slip to the vendor and forwarding the second copy to the Administration and Finance Unit. The member receiving the item shall inspect it to ensure that it conforms to specifications and report any defect in the item or any deviation from required specifications immediately to the Administration and Finance Unit.

2.6 CONTRACTS AND COMPETITIVE BIDDING

State law requires that single or cumulative purchases of more than \$10,000.00 of like items, and all public works contracts and services in excess of \$20,000.00, must be advertised for competitive bidding unless available on NYS Contract. This involves public advertising, the receiving of sealed bids, and the award of a contract to the lowest responsible bidder. For purchase of physical goods, this process is carried out by the City Division of Purchase. The role of Police Department employees is to recommend to the Division of Purchase specifications for the required item and to advise that Division of which bid best fulfills those specifications. The Division of Purchase shall be responsible for the preparation of the actual specifications and the selection of a vendor.

A. Purchase Order Procedures

For the purchase of items other than services, bids are awarded to the lowest responsible bidder who meets the specifications. Bid solicitations and responses are a part of the award process and are subject to review by the Audit Division. All specifications and bids will be retained in accordance with the Record Retention Schedule.

1. Formal Bids

The City's Division of Purchase is responsible for all formal bids. The purchase of any items other than services, whose value is, or exceeds, ten thousand (\$10,000.00) dollars, requires that formal specifications be advertised in the newspaper, and that sealed bids be submitted and that these bids be opened publicly. Depending on the nature of the transaction there are other City Charter and City Ordinances

requirements that need be met. Administration and Finance Unit personnel must be involved in this type of purchase along with City Division of Purchase personnel.

2. Informal Bids

For the purchase of items whose value is less than ten thousand (\$10,000.00) dollars, in addition to M.O.P. sections 2.9 and 2.12, the Administration and Finance unit personnel is responsible for the following:

- a. obtaining a minimum of three written quotes
 - i. in emergency situations for orders less than \$1,000, three verbal quotes may be obtained with contact person, company name, date and price recorded for each. This would be done by Administration and Finance personnel in conjunction with City Division of Purchase personnel.

B. Service Order Procedures

For the purchase of services, bids are awarded to the lowest responsible bidder who meets the specifications. Bid solicitations and responses are a part of the award process and are subject to review by the City of Buffalo's Audit Division. All specifications and bids will be retained in accordance with the Record Retention Schedule.

1. Formal Bid

- a. The purchase of services whose value is, or exceeds, twenty thousand (\$20,000.00) dollars requires that an RFP be prepared by the ordering Department;
- b. It shall then be submitted to Law Department to approve as to form and forward back to Administration and Finance;
- c. The Administration and Finance office will then forward to the City's Budget Office to verify sufficiency of funds, once verified; it will then be forwarded back to Administration and Finance;
- d. Administration and Finance will then send it to the City's Division of Purchase for review and assistance with forwarding to prospective applicants.

Additional forms and procedures are necessary and detailed instructions for this process are available from Administration and Finance unit personnel.

2. Informal Bid

For the purchase of services whose value is less than twenty thousand (\$20,000.00) dollars, in addition to M.O.P. sections 2.9 and 2.12, the following requirements apply:

- a. minimum of three written quotes
- b. in emergency situations for orders less than \$1,000, three verbal quotes may be obtained with contact person, company name, date and price recorded for each. This would be done by the Administration and Finance personnel in conjunction with the City's Division of Purchase personnel.

2.7 PETTY CASH

- A. The Administration and Finance Unit shall maintain a petty cash fund, currently established at a \$500 maximum amount, which shall serve as a small cash reserve for the purchase of

- urgently needed essential items. The Commanding Officer of the Administration and Finance Unit shall serve as the custodian of the petty cash fund and (s)he shall authorize (or his/her designee) all expenditures from such fund. Individual purchases from such fund are limited to \$50.00.
- B. Safeguarding petty cash fund – physical cash for the petty cash fund will be secured in a lock box which will be stored in a locking filing cabinet within the Administration and Finance Unit. Access to cabinet and lock box will be limited to Commanding Officer of the Administration and Finance Unit and his/her designee.
 - C. Procedure for filing Request for Petty Cash Reimbursement – for any purchase made per the above, the Request for Petty Cash Reimbursement form must be obtained from Admin/Finance unit. Completed form with receipt attached will then be presented to Commanding Officer of the Administration and Finance Unit (or his/her designee) for review and reimbursement.
 - D. Record of Appropriation and Financial Statement - designated Admin/Finance Unit personnel will update spreadsheet recording all transactions regarding petty cash. Applicable budget appropriation and account designation for each transaction will be verified or provided by the fiscal staff/accountant assigned to Admin/Finance unit. Once balance of fund gets below \$150, the completed spreadsheet along with all original completed Request for Petty Cash Reimbursement forms and original receipts, along with a copy of each, will be forwarded to Admin/Finance Unit Report Technician assigned to accounts payable for entering into City of Buffalo MUNIS accounting system for processing. Upon completion of processing by City Hall audit department, a check for reimbursement to the fund, made payable to the custodian of the fund, will be forwarded to the custodian. The custodian will cash check and immediately place funds in the secure lockbox.
 - E. Internal Monitoring – the petty cash fund is subject to audit from the City of Buffalo Audit Department. In addition, the fiscal staff/accountant assigned to the Admin/Finance unit will monitor and perform periodic internal audits of the fund. Any discrepancy will be immediately reported to the Inspector of Administration and Communication.

2.8 CRIMINAL PROCESS FUND

- A. The Chief of Detectives shall maintain a criminal process petty cash fund, currently established at a \$5,000 maximum amount, which shall serve as a fund for reimbursement of expenditures pertaining to items of a confidential nature. These items are, but not limited too, such things as line up fees, witness expenses, personnel approved to interview, pick up, or extradite out of City limit or out of state witnesses or suspects, under cover buys for cigarette checks, etc. The Chief of Detectives shall serve as the custodian of the criminal process fund and (s)he shall authorize (or his/her designee) all expenditures from such fund.
- B. Safeguarding criminal process fund – physical cash for the criminal process fund will be secured in a lock box which will be stored in a locking filing cabinet within the Chief of Detectives Office. Access to cabinet and lock box will be limited to the Chief of Detectives and his/her designee.
- C. Procedure for reimbursement from Criminal Process Fund – for any expenditure made per the above, the Chief of Detectives or his/her designee will review all pertinent documents for each reimbursement. These documents would include payment of line up fees per approved

form indicating those to be paid, reimbursement of travel expenses for out of City limit or out of state travel that was approved according to Department Travel Policy (Chapter 18, section 6.0 Travel Expenses) and qualifies as confidential in nature, witness expenses if needed to keep identity secure, etc. Upon completion and review of all pertinent forms with receipts attached, the Chief of Detectives (or his/her designee) will reimburse employee.

- D. Record of Appropriation and Financial Statement - designated Report Technician assigned to Chief of Detectives office will update spreadsheet recording all transactions regarding criminal process fund. Applicable budget appropriation and account designation for each transaction will be verified or provided by the fiscal staff/accountant assigned to Admin/Finance unit. Once balance of fund gets below \$500 or completion of fiscal year, the completed spreadsheet is forwarded to Admin/Finance Unit fiscal staff/accountant for submission to the Comptroller's Office along with cover letter explaining the confidential circumstances for reimbursement. The original receipts and all accompanying forms, as per the letter to the Comptroller's office, are retained in the Chief of Detectives office for audit if necessary. The spreadsheet and letter will then be forwarded to Admin/Finance Unit Report Technician assigned to accounts payable for entering into City of Buffalo MUNIS accounting system for processing. Upon completion of processing by City Hall audit department, a check for reimbursement to the fund, made payable to the custodian of the fund, will be forwarded to the custodian. The custodian will cash check and immediately place funds in the secure lockbox.
- E. Internal Monitoring – the criminal process fund is subject to audit from the City of Buffalo Audit Department. In addition, the fiscal staff/accountant assigned to the Admin/Finance unit will monitor and perform periodic internal audits of the fund. Any discrepancy will be immediately reported to the Inspector of Administration and Communication.

2.9 ACCEPTANCE OF DEPARTMENTAL CASH

- A. All Departmental cash received will be receipted through the front desk of Police Headquarters. This will include, but is not limited to, routine cash payments for background checks, badge purchases, and FOIL requests. Any other miscellaneous cash payments will be receipted as they occur. The funds received will be stapled to the yellow copy of the three part receipt and be deposited into the locked drop box located in the front desk area. The white copy is to be given to the customer and the green part stays in the receipt book.
- B. The Commanding Officer of the Administration and Finance Unit, or his/her designee, will periodically empty the cash and receipts from the secure lock box. The lock box is dual key entry – one held by Admin/Finance Unit, one held by HQ Front Desk Staff. Upon emptying the lock box, the money and receipts are separated, counted and applicable information recorded on summary work sheet provided by Admin/Finance Unit. The work sheet is balanced between receipts and cash received and signed off by Admin/Finance Unit employee conducting count and an employee from the front desk. The fiscal staff/accountant will verify the cash against the work sheet, sign off on work sheet, and place work sheet, receipts, cash and any checks in the safe located in the Admin/Finance Unit.
- C. The fiscal staff/accountant is responsible for preparing a deposit into the City MUNIS accounting system, encompassing the cash indicated above and any other payments to the Department that are received. Upon completion of entry of deposit information, the accountant will be escorted to City Hall Treasury to complete the deposit, bringing all cash and checks that have been received and recorded as part of the deposit.

3.0 SUPPLIES

3.1 POLICY

It is the policy of the Buffalo Police Department to provide adequate supplies and equipment to the various units so that they can perform their assigned functions in an effective and efficient manner.

3.2 COMMANDING OFFICER RESPONSIBILITY

It is the duty of the Commanding Officers of the various units in the Department to submit proper and timely requisitions for supplies and equipment and to take all necessary steps to ensure that assigned supplies and equipment are properly cared for and are used in a manner consistent with Department guidelines. Commanding Officers are responsible for the prudent and economical use of all supplies, printed forms and paper products that are furnished to them.

3.3 BASIC OFFICE SUPPLY REQUISITIONS

Commanding Officers shall, when deemed necessary, submit requisitions (on-line or via the Buffalo Police Department E-mail system through Lotus Notes) to the Administration and Finance Unit for basic office supplies needed by their respective commands. Office supplies must be ordered from the *designated* office supply catalog.

3.4 MONTHLY REQUISITION (PAPER AND PRINTED FORMS)

A. Requisitioning Paper and Printed Forms

1. Requisitions for printed forms shall be submitted to the Administration and Finance Unit for approval. Administration and Finance unit will forward the requisition to the City Hall Print Shop for processing.
2. Copy paper will be stored and distributed by the Department's Administration and Finance Office.

B. Receiving Paper and Printed Forms

1. The City Hall Print Shop will contact the requisitioning unit when the order is ready to be retrieved. The requisitioning unit will then be responsible for picking up the printed forms from the City Hall Print Shop.

3.5 REQUISITION FORM (P-1024)

1. Each requisition shall be dated and the type of requisitions (i.e. Supplies, Work Order, or Purchase Order) shall be checked in the appropriate box.
2. The type of supplies, equipment or work must be specifically described.
 - a. Monthly requisitions for basic office supplies shall particularly describe the item required, using catalog numbers, etc.
 - b. Purchase requisitions shall specifically and accurately describe the article to be purchased, including model number, type, cost, etc. The reason for the purchase shall be entered under "Remarks." Refer M.O.P. Chapter 18.
3. All requisitions must be signed by the person preparing them and submitted through the proper chain of command for approval.

4. Approved requisitions are to be submitted to the Administration and Finance Office for review, proper funding is to be verified, and approval from Inspector of Administration and Communication is obtained.
5. Approved requisitions are then entered into purchasing program by Administration and Finance personnel in accordance with City Purchase guidelines (section 2.18) and Audit Department procedures.
6. The Administration and Finance Office will perform a yearly audit of office supply usage and distribution. Abnormalities will be forwarded to the Commissioner's Office of the Unit/District for review.

4.0 DEPARTMENT OWNED PROPERTY

4.1 POLICY

It is the policy of the Buffalo Police Department to be able to account for all Department owned property with an acquisition cost of \$500 or more; to maintain Department property in a state of operational readiness; and to replace unserviceable property when necessary.

4.2 OPERATIONAL READINESS

The Commanding Officer of each Department unit is responsible for ensuring that all equipment assigned to his/her command is in good operating order. In addition, all Department equipment that is currently not in use and that is being stored must be maintained in a state of operational readiness. Commanding Officers shall conduct periodic inspections to ensure the operability of all equipment assigned.

4.3 INVENTORY

The Commanding Officer of the Administration/Finance Unit (or his designee) will maintain a database of all Departmental owned equipment having an acquisition cost of \$500 or more per item. The database will contain all pertinent fields to establish proper control and information regarding the equipment, such as purchase order number, date of purchase, description of property, serial number (if applicable), City property sticker number (if applicable), cost, location and condition of property, and as per Federal Guidance for Equipment/Property records under 2 CFR % 200.313(d)(1) or other similar property record guidance.

The Commanding Officer of the Administration/Finance Unit (or his designee) will use the database information to conduct random periodic inventory of items contained within the database. The Commanding Officer of each Departmental unit will be provided a listing from the database of the equipment items to be inventoried and will work with and assist Administration/Finance personnel in locating and evaluating equipment to be inventoried. The results and proper recording of condition of property will be reconciled against the property records contained within the Department owned property database.

In addition, per Federal Guidance for Equipment/Property Records 2 CFR % 200.313 (d) (2), a physical inventory of all equipment with an acquisition cost of \$5,000 or more will be taken bi-annually during the months of October and November. The results and proper recording of condition of property will be reconciled against the property records contained within the Department owned property database.

- A. Unserviceable items shall be duly noted and their replacement may be requested in the annual budget request.

- B. Items that cannot be located shall be duly noted and an Intra-Department Memoranda must be submitted to the Inspector of Administration explaining all pertinent details surrounding its absence.
- C. All inventory reports resulting from any physical inventory conducted shall be forwarded to the Inspector of Administration & Communication for review.

4.4 UNSERVICEABLE AND SURPLUS PROPERTY

- A. Commanding Officers shall be responsible for returning all unserviceable or surplus property to the unit from which it was originally received (i.e. computer equipment to the Management Information Section, vehicles to the Police Garage, radio equipment to the radio repair shop, etc.).
- B. When a sufficient amount of such property has been accumulated by the unit to which it was returned, the unit Commanding Officer shall contact the Commanding Officer of the Administration and Finance Unit who shall take appropriate steps to dispose of the property. The disposal of Departmental property must be conducted in accord with existing rules and statutes.

4.5 REMOVAL OR TRANSFER OF EQUIPMENT

- A. Department equipment shall not be transferred to another command or unit without prior approval:
 - 1. the transfer of any communications equipment, including telephones, portable radios, car radios, pagers, cell phones, etc., requires the approval of the Commanding Officer of the Communications unit;
 - 2. the transfer of any computer equipment, including computers, lap top computers, computers installed in police vehicles, printers, modems, monitors, etc., requires the approval of the Commanding Officer of the Communications Unit or the Management Information Systems Unit;
 - 3. the transfer of any vehicle requires the approval of the Inspector in charge of Administration and Communication;
 - 4. the transfer of any equipment listed above or any other equipment, including, but not limited to copy machines, furniture, file cabinets, radar units, etc., must also be reported to the Commanding Officer of the Administration and Finance Unit (or his designee) for updating in the Department property database. Information to be included in report shall be:
 - a.* the old and new location and the date transferred;
 - b.* the type of equipment;
 - c.* the Department inventory number (if available or applicable);
 - d.* the name of the Officer authorizing the transfer.

4.6 CULPABLE DAMAGE

Whenever Departmental property is damaged or destroyed through the carelessness or culpable

negligence of an employee, his/her Commanding Officer shall file a complete report on Intra-Departmental memoranda.

Distribution: Original to Commissioner
Copy to: Division/District Commander
Copy to: Administration and Finance Unit

5.0 DEPARTMENT FACILITIES

5.1 POLICY

It is the policy of the Buffalo Police Department to maintain its buildings and facilities in a neat, clean and operable condition.

5.2 PATROL LIEUTENANTS' RESPONSIBILITY TO INSPECT DEPARTMENT BUILDINGS

The Patrol Lieutenant in charge of a work shift is responsible for inspecting the District building to which (s)he is assigned. Refer M.O.P. Chapter 8.

5.3 CARE OF POLICE BUILDINGS

Refer to M.O.P. Chapter 8.

5.4 CAPITAL IMPROVEMENTS

Requests for major capital improvements to any police facility shall be submitted by the Commanding Officer consistent with guidelines established in M.O.P. Chapter 18.

5.5 REPAIRS

A. Building Repairs

1. During regular business hours the Commanding Officer of the District/Unit shall notify the Commanding Officer of Administration and Finance of any repairs necessary to their respective facility.
2. The Commanding Officer in charge of the Administration and Finance unit who serves as the Department's liaison, shall contact the Division of Buildings with the request for repairs, explaining the extent of the repairs required, and shall coordinate the repair schedule with *Division of Buildings* personnel.
3. When emergency repairs are needed during non-business hours, the *Division of Buildings* shall be contacted directly by the 911 Lieutenant. *The Division of Buildings*, upon being notified, shall make arrangements to have the emergency repair work completed.

B. Requisition Required

A requisition (Form P-1094) must be submitted to the Commanding Officer of the Administration and Finance Unit in each case of a work order request.

6.0 TRAVEL EXPENSES

6.1 POLICY

It is the policy of the Buffalo Police Department to allow selected employees to travel out of town on business when the travel is directly related to some essential police function (e.g. retrieving a

prisoner, conducting an investigation, etc.), or the travel involves attending a training session and such training will enhance the performance of the Department in some appreciable way.

6.2 OUT OF TOWN TRAVEL DEFINED

"Out of town travel" means "a trip lasting more than three hours and where the destination is more than fifty miles beyond the City limits." All out of town travel requires the prior approval of the Mayor. Travel within this area requires prior approval of the Commissioner of Police. (Travel within the 50 mile radius requires only the prior approval of the Commissioner).

6.3 REQUESTING PERMISSION FOR OUT OF TOWN TRAVEL

A. The employee requesting permission for out of town travel shall submit a formal request to the Commissioner through the chain of command. The request shall include the following:

1. a description of the nature of the trip (If the trip involves a seminar or other police related course, the course announcement must be submitted with the request);
2. an estimate of the total cost of the trip including transportation (i.e. airfare, gas, tolls, etc.), lodging and meals (excluding any covered by the registration fees) and any other foreseeable costs associated with the trip;
3. whether a rental car will be needed (see M.O.P. Chapter 18);
4. a justification for the trip based on the benefits that the Department will receive as a result, including a detailed description of how any information received by the employee will be disseminated on his/her return. The justification section will weigh heavily in determining whether the travel request is approved or disapproved.

B. It is important that requests be submitted as far in advance as possible so that advance payments can be made for items such as tuition, airline tickets, etc. Normally three weeks advance notice is needed in order for any advance payments to be made.

C. Costs incurred by any employee for business related travel will not be reimbursed if the employee has not received the approval of the Mayor in advance.

6.4 APPROVAL OF THE COMMISSIONER REQUIRED

A. If the request for permission for out of town travel is approved by each commanding officer in the chain of command, the request will be submitted to the Commissioner. The Commissioner will then make the final Departmental determination.

B. If the employee's request is denied by the Commissioner or any Commanding Officer in the chain of command, the requesting employee shall be so notified.

6.5 MAYORAL APPROVAL REQUIRED

All out of town travel requires the prior approval of the mayor. If the employee's request is approved by the Commissioner, the Commissioner's Office shall prepare the "Approval for Travel" form and forward it to the Mayor's Office for consideration. A copy of the unsigned form shall also be forwarded to Administration and Finance unit.

Once (or if) the Mayor signs the "Approval for Travel" form, the signed copy shall be forwarded to the Commissioner's Office who will then disseminate a copy to the requesting individual and the Administration and Finance unit along with any other applicable paperwork and approvals for

further processing.

6.6 AFTER MAYORAL APPROVAL HAS BEEN RECEIVED

The Senior Budget Examiner will review the employee's request and provide him/her with a "Review of Travel Procedures." It is the responsibility of the employee who is traveling to familiarize himself/herself with these Department guidelines. The requesting employee will also be responsible for making all necessary travel arrangements. All travel arrangements must comport with Department guidelines.

6.7 EXPENSE GUIDELINES

It is the responsibility of the employee traveling on out of town business to comply with the Department's travel guidelines. Only expenses covered by these guidelines will be reimbursed.

A. Advanced Payments

If the travel request was submitted in a timely fashion, the Department will make advance payments for registration fees and transportation (such as airlines), whenever possible The Department cannot make a cash advance to the employee to cover travel expenses.

B. Transportation

1. The City will allow payment for a rental car only if the conference is being held at a site other than the employee's place of lodging. Reimbursement will be at the rate for compact or economy vehicles. The Division of Audit requires that the use of a rental car be approved by them in advance of the employee's travel. If it is anticipated that a rental car will be necessary the employee shall include such fact in his/her request.
2. The City is self-insured and as a result will not reimburse any travel or car insurance costs (liability and collision).
3. If a Department vehicle is used, the employee will be reimbursed for gas, tolls and parking.
4. If the employee's private vehicle is used, (s)he shall be reimbursed for mileage according to the current USGS Administration standard which can be located on the GSA.GOV website. Confirmation of distance travelled may be required. If desired, reimbursement can be determined by receipts for actual fuel, tolls and parking in lieu of the above standard.

C. Telephone/Fax Charges

Telephone and fax charges are reimbursable if made between the employee's destination and his/her place of work. Normally, the employee may make one telephone call per day to his/her home. These charges are to be itemized on the final summary of travel expenses submitted by the employee upon his/her return.

D. Lodging

1. Whenever practical, the employee shall stay at a hotel/motel which provides a government rate. If no such lodging is available (s)he shall stay in a moderately price hotel/motel.
2. The employee shall use the City's Sales Tax Exemption Certificate when paying for hotel/motel costs within New York State.

3. If the room is shared with someone not on authorized "City Business," reimbursement will be limited to the standard single occupancy rate.
4. Whenever possible, employees traveling together shall share the same hotel/motel room. Employees traveling together who are not of the same sex and who are not related to one another shall use separate rooms.

E. Meals

Meal reimbursement will be based on receipts up to a maximum of \$51 per day. This allowance is reduced proportionately where the meal is included in the fee for the conference/seminar attended, or when the employee is traveling for only part of the day. The reduction is as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$26.00

F. Unreimbursable Expenses

The City will not reimburse an employee for the following:

1. travel insurance
2. alcoholic beverages
3. laundry, valet and other personal services
4. individuals not authorized to travel.

6.8 GETTING REIMBURSED FOR EXPENSES

Upon completion of travel, the employee must obtain from and submit to the Administration and Finance Unit, a summary of the travel expenses form with all original receipts attached. Using this information, the Administration and Finance Unit will prepare a "Travel Reimbursement Summary." The completed "Travel Reimbursement Summary" will be returned to the employee for his/her review and signature. The employee signed "Travel Reimbursement Form" is then submitted to the Administration and Finance Office which is then forwarded to the Commissioner of Police for approval and then to the City Division of Audit for authorization for reimbursement.

7.0 LOST OR FOUND PROPERTY

7.1 POLICY

It is the policy of the Buffalo Police Department to provide for the security and control of all abandoned, lost or found property and evidence that comes into the custody of the Department, and all property that is seized for safekeeping. Such property shall be returned to its rightful owner when possible and if the rightful owner cannot be identified or located, the property will be disposed of in accordance with existing laws.

7.2 DEFINITIONS:

- A. Property - For purposes of this section property means an article, substance or thing, including money that has value. It does not include:

1. animals
2. wrecks governed by the navigation law
3. vehicles governed by the Vehicle and Traffic Law
4. written instruments. A written instrument is any writing, paper or document, other than money, which represents, evidences or embodies a chose in action, or a right with respect to, or interest in, property or an enterprise. Written instruments shall not be returned to the finder thereof but must be returned to the owner.

B. Lost Property

For purposes of this section lost property means any property that an owner has been separated from unknowingly and involuntarily other than having it stolen, and that the owner wants to regain possession of but has no knowledge or recollection of its whereabouts.

C. Found Property

For purposes of this section found property is any property that has been recovered by a member of the Department or turned over to a member of the Department, that by the nature of the circumstances would indicate that it was lost by the owner thereof.

D. Property Held for Safekeeping

For purposes of this section property held for safekeeping means any property that has been seized by an employee of the Department for the purpose of protecting it from harm, or property that could potentially be used to cause harm to others.

7.3 REPORT TO THE POLICE REQUIRED

All property found in the City of Buffalo must be immediately reported to the Police Department.

7.4 DEPOSIT OF PROPERTY WITH THE POLICE

- A. Employees of the Department will assume responsibility for all property that comes into their possession in the course of their official duties. This responsibility continues until the Property Office takes custody of the property after it has been delivered to them by the employee.
- B. In every case in which an employee of the Department comes into possession of found property (s)he must prepare form P-10. If the found property is turned over to the Department by a civilian, the civilian shall be provided with a copy of the P-10 as a receipt for the property.

7.5 PREPARING THE PROPERTY FORM (P-10)

- A. A Separate P-10 shall be used for each different owner.
- B. Cash - refer to M.O.P. Chapter 18.
- C. Drugs - refer to M.O.P. Chapter 18.
- D. Guns - refer to M.O.P. Chapter 18.

7.6 RETURN TO OWNER PRIOR TO DELIVERY TO PROPERTY OFFICE

- A. If possible, property not required as evidence shall be returned to its rightful owner prior to its submission to the Property Office. The owner must produce picture identification which shall be photocopied and attached to the P-10. The P-10 must indicate this return of property and must be signed by the owner.
- B. The submission of property to the Property Office shall not be delayed past required time limits in anticipation that the owner will retrieve the property.
- C. Found property delivered to the Property Office shall indicate whether it is possible to determine the owner, and if so, whether the owner was located or notified.

7.7 PACKAGING PROPERTY FOR DELIVERY TO THE PROPERTY OFFICE

Some property by its very nature needs to be packaged prior to delivery to the Property Office.

- A. Small items that can be easily lost shall be placed in a marked sealed envelope.
- B. Cash and valuables must be packaged in self-sealing, tamper evident, numbered, clear plastic bags.
- C. Any property taken into custody which may contain body fluids must be properly packaged, secured and labeled with a Bio-Hazard Label.

7.8 SUBMITTING PROPERTY TO THE PROPERTY OFFICER DURING REGULAR BUSINESS HOURS

- A. During regular business hours when the Property Office is open, any employee of the department coming into possession of found property, or who has seized property for safe keeping, shall deliver the property to the Property Office prior to the expiration of his/her tour of duty. The property must be properly packaged and be accompanied by a P-10 or P-10a.
- B. The Property Office Staff will date the P-10 or P-10a and stamp it with a property number. The submitting employee is provided with a copy of the initialed and dated P-10 or P-10a as a receipt which shall be filed at his/her command.
- C. Using the assigned property number as a reference, the Property Clerk will log the property into the computer.
- D. The assigned property number shall be stamped or attached to the property itself and the location where it is being stored in the Property Office shall be noted on the Property Office copy of the P-10 and computer access file.

7.9 PROPERTY RECEIVED DURING HOURS WHEN THE PROPERTY OFFICE IS CLOSED

Property shall not be stored at the command but shall be handled in the following manner:

- A. Property placed in lockers must be accompanied by the corresponding P-10 or P-10a. Property that is too large for the lockers shall be stored on the shelves or floor. Each item of property stored on the shelves or the floor must be labeled with the event number, the

submitting Officer's name and his/her assignment.

- B. The employee submitting the property shall make a notation in the Property Custody Log in Room 160, indicating the exact location of the property (e.g. locker #4, shelf A-4, etc.).
- C. The submitting employee will retain one copy as his/her receipt for the property.

7.10 ALL PROPERTY TO BE STORED IN A SECURED AREA BY PROPERTY THE OFFICE

The Property Room is that area used by the Property Office to maintain custody of property and evidence. It is a secure area. Entry to the Property Room and any other secure area maintained by the Property Office is restricted to authorized members assigned to the Property Office. Other Department employees may be allowed access to these areas but only when on official Department business and only when accompanied by an authorized Property Clerk. All personnel entering the Property Room or any other secure area must sign the register when entering and leaving.

7.11 SPECIAL HANDLING INSTRUCTIONS FOR PARTICULAR ITEMS OF PROPERTY

In addition to the procedures listed above certain items of property require special handling:

A. Alcohol and Other Consumable Beverages

All alcoholic and other beverages that are found property or are seized for safekeeping shall be taken to the Property Office with an accompanying P-10.

B. Bicycles

1. Whenever a bicycle comes into the possession of the Department, the employee receiving it shall prepare a P-10 and shall be sure to include the serial number, make, color, size, and the owner's name if known at the time, the owner's name etc.
2. The Property Office Staff receiving the bicycle at the Property Office shall ensure that all pertinent data is included in the P-10, and if the bicycle is classified as evidence or "found" property.
3. A property tag with the property number shall be attached to the bicycle. The property tag shall indicate that the bicycle is found property.
4. When evidence is signed out of the Property room, it should never be left in the overnight room. The Officer who signed it out has to sign it back in.

C. Cash

1. Whenever cash is found or is seized for safekeeping, the employee gaining custody shall count the money in the presence of the person who is turning it over to the Department and (s)he shall have that person sign the P-10. If the money is found by a Department employee it shall be counted in the presence of a second Department employee in order to ensure accuracy and to guard against claims of unlawful appropriation. If the amount exceeds \$5,000.00 the employees' superior will also count the money and verify its accuracy by signing the P-10.
2. All cash will be separated from all other evidence or property. Foreign currency, food stamps, etc., must each be separately packaged with separate P-10's, using the same event number if all the property was recovered at the same time.
3. Employees submitting cash must list the quantity of each denomination, the total

value of each denomination, and the total amount of cash being submitted.

4. Cash shall not be stored at the employee's command but must be delivered immediately to the Property Office. Refer M.O.P. Chapter 18. During non-business hours, the employee submitting the cash, shall place it in a locker in Room 160. The deposit of cash will be noted on the PROPERTY DROP SAFE DEPOSIT/REMOVAL LOG by the submitting employee.
5. If cash in excess of \$5,000.00 is seized during normal business hours, the Superior Officer in charge of the Property Office as well as a second member of the Property Office shall, together, count the money to verify the amount.
6. All cash that is to be retained in the Property Office after processing shall be kept in the Property Office safe.

D. Drugs

1. Whenever prescription drugs or over the counter medications are turned over to the Department as found property, the employee receiving such drugs shall prepare a P-10 specifically listing the quantity (i.e. number of pills, tablets, etc.). The person turning in the drugs shall sign the P-10.
 - a. The employee receiving such drugs shall attempt to return the drugs to their rightful owner. Failing this they shall be submitted to the Property Office by the end of his/her shift. Refer to M.O.P. Chapter 18.
 - b. The Property Office shall attempt to return the drugs to their owner and if such cannot be accomplished within a reasonable time, they shall be forwarded to the CPS Lab for destruction.
2. Whenever illicit drugs are found or turned over to an employee of the Department, a P-10 shall be prepared and it must clearly state that the drugs have been submitted for destruction. Form DCPS-1-L shall also be prepared requesting that the drugs be destroyed.
 - a. During normal business hours the drugs shall be submitted directly to the CPS Lab.
 - b. During non-business hours the drugs shall be deposited in the evidence depository at the CPS Lab, 45 Elm Street together with the related paperwork.
 - c. If large quantities of illicit drugs are found, Narcotics and Vice Enforcement shall be notified by the employee taking them into his/her custody.

E. Fireworks and Explosives

1. Small quantities of fireworks may be submitted to the Property Office. The 911 Communications Lieutenant shall contact the Erie County Sheriff Department's Bomb Squad when large quantities of fireworks come into the Department's possession.
2. Home made fireworks, explosives or suspected explosive devices shall not be stored in the Property Office unless they have been defused and rendered safe.

F. Guns and Ammunition

For purposes of this section guns include all firearms, rifles and shotguns.

1. Guns that are found, turned in to the Department, or that are seized for safekeeping will only be handled by sworn members of the Department. The member must first ensure that the gun is unloaded and that it does not pose a danger to the safety of any person. Officers that are not familiar with the safe handling and clearing of a particular weapon shall allow some one more familiar with the weapon to clear it. All weapons must be unloaded and rendered safe prior to delivery to the Property Office.
2. The member of the Department taking custody of the weapon or ammunition shall deliver it to the Property Office prior to the expiration of his/her tour of duty. During non-business hours, the item will be deposited in an evidence locker in Room 160(refer M.O.P. Chapter 18).
3. For firearms, rifles and shotguns, a P-10a shall be prepared in lieu of a P- 10.
4. When firearms, rifles or shotguns are secured in the Property Office or CPS Lab, no members, other than members of the Property Office or the CPS Lab, shall be allowed to examine the item without the express written consent of the Property Office Commanding Officer and Commissioner of Police.
5. The Property Office will forward a monthly gun count to the Commissioner's Office. Copies of P-10a's are forward to ATF, where they will verify or determine ownership of the weapon through NCIC, or, in the case of a handgun, by transmitting a letter to the New York State Police Pistol Permit Section. A hard copy of all NCIC checks will be sent to the Property Office and attached to the corresponding P-10a. P10a's of all weapons turned into the CPS Lab are faxed daily to the Officer in the Property Office to be stamped with a property number.
6. Before a firearm, rifle or shotgun can be returned to the owner, the Property Office shall:
 - a. if the P-10a lists the owner as being unknown, it must verify ownership of the weapon;
 - b. check to determine if the owner has been convicted of a felony or serious offense and if so, return of the weapon must be denied;
 - c. examine the circumstances under which the Department assumed custody of the weapon to determine if it can be classified as a nuisance under Penal Law Section 400.05-1 (weapons so classified must be destroyed);
 - d. if the weapon was taken into custody for safekeeping, the owner must get a letter from the submitting officer indicating his/her approval of the gun's release;

G. Jewelry

1. Costume jewelry shall be handled just as any other property and requires no special handling.
2. When dealing with real jewelry the P-10 must describe the jewelry with sufficient

specificity to enable the Property Office staff to readily identify the item. It should also give the Property Office staff an estimate of the value of the item.

H. Knives, Razors and Sharp Objects

Knives with closed blades may be packaged in envelopes. Knives with open blades must have the blades covered (with cardboard and heavy tape) or packaged in a box with the word "KNIFE" clearly written on the top and side of the box. Razors and other sharp objects must be packaged in a box with the word "SHARPS" clearly written on the top and side of the box.

I. Perishable Property

Perishables shall not be accepted by the Property Office. Department employees must attempt to locate the owner and if the owner cannot be located or if (s)he is unable to make arrangements to retrieve the property. When property is disposed of, the P-10 must indicate such.

J. Syringes

Syringes not needed as evidence shall be deposited in an infectious waste "SHARPS" container. A P-10 need not be prepared for found syringes.

7.12 NOTIFYING OWNERS AFTER SUBMISSION TO THE PROPERTY OFFICE

A. When found property or property being held for safekeeping is turned into the Property Office, the member of the Property Office receiving it shall attempt to contact the owner. If telephone contact is not made during the member's shift, (s)he shall send a letter to the owner notifying him/her to retrieve the property.

B. The P-10 will be stamped and dated and shall be marked "Letter Sent," and a copy of the P-10 and the notification letter should be filed in the Monthly Folder according to the month under which the property is to be held.

7.13 RETURN BY THE PROPERTY OFFICE OF LOST/FOUND PROPERTY AND PROPERTY HELD FOR SAFEKEEPING

A. Return of Property Generally

1. The owner must also sign and date the numerical log book or CHARMS
2. If the P-10 has been stamped "Letter Sent," the copy of the P-10 and the notification letter contained in the Monthly Folder must be removed and discarded;
3. The P-10 must be stamped Final Disposition and placed in the Inactive file.

B. Identification Required

When found property and property seized for safekeeping is to be returned to the owner, the owner shall be required to furnish proper identification. The identification will be photocopied and attached to the P-10 retained by the Property Office. For property that is being retrieved by a person other than the owner thereof, that person must have the written notarized authorization of the owner as well as proper identification.

C. Shipment of Property

1. The item is to be packaged, labeled and shipped by UPS and must be prepaid by the owner by the Carrier of their choice.

D. Cash

1. Cash can be released directly to the owner if the money has not yet been deposited. The Property Clerk shall check the P-10 and verify the amount and the owner's name, address and identification prior to release with written release from the DA's Office, Police Officer or Court Order.
2. Amounts already deposited may be released only by check. The Property Clerk will check the P-10 to verify the amount, the owner's name and address, and (s)he shall inform the owner that a check will be sent in the mail.
 - a. A check request is sent to the City Hall Treasury Department.
 - b. No check can be issued unless the cash has been deposited in the T&A Account.
 - c. The City Audit Department issues the check and is mailed from them.

E. Guns

Refer to M.O.P. Chapter 18.

7.14 CONFLICTING CLAIMS FOR PROPERTY

When conflicting claims are made to property that is being held by the Property Office, the Commanding Officer of that unit shall retain the property and advise the claimants to submit their dispute to a court of competent jurisdiction. The Commanding Officer of the Property Office shall comply with all court orders concerning the disputed property and shall solicit the assistance of the Corporation Counsel if needed.

7.15 UNCLAIMED PROPERTY

- A. If the owner of property, other than guns, is unknown or cannot be located; or, has failed to retrieve the property after proper notification; or, the finder of the property has not claimed it; or, the finder is the City of Buffalo; the property shall be disposed of according to the following schedule:

<u>Amount</u>	<u>Retention Time</u>
Under \$100.00	3 months and 10 days
\$100.00 - \$499.00	6 months and 10 days
\$500.00 - \$4999.00	1 year and 10 days
Over \$5,000.00	3 years and 10 days

When cash has cleared the above time schedule it will be converted according to law.

- B. Property that remains unclaimed for the required length of time shall be inspected by the Property Office staff and a determination will be made as to the appropriate disposition. If the value of the property is less than \$10.00 it shall be discarded. If it has auction value it will be retained until sale at the next auction.
- C. Unclaimed property, other than cash and guns, that is eligible to be disposed of shall be sold

at public auction. Notice of the time and place of the auction must be published in an official publication or a publication designated by the Common Council. The proceeds of the auction shall be paid to the City Treasurer, accompanied by a certificate stating the sale price and the reasonable expense incurred by the Department in the seizure and preservation of the property and the conduct of the audit.

7.16 UNCLAIMED OR UNCLAIMABLE GUNS

A. Destruction of Firearms

1. All firearms not otherwise disposed of will be kept for a minimum period of 2 years. At the specific request of the District Attorney's Office, a firearm that is part of an active case will be retained until that office authorizes release or destruction. At the end of the two year period these firearms will be destroyed.
2. Prior to the destruction of a firearm, the Property Office will request that City Court Booking run a final NCIC check. Any "hits" for stolen firearms will be immediately reported to the Property Office.
3. A list of weapons to be destroyed will be compiled and sent to Albany in conformance with state law.
4. The Property Room Supervisor will approve, witness, and supervise the destruction of all firearms in conjunction with the CPS Lab. After a firearm's destruction, the P-10a will be marked "Destroyed" and it will be placed in the Inactive File according to the year of disposition.
5. Pellet guns, air guns, etc., are disposed of according to the guidelines established for other property.

7.17 DISPOSING OF ELIGIBLE PROPERTY WITHIN TWELVE MONTHS

To the extent possible, the Commanding Officer of the Property Officer shall attempt to dispose of all property within 12 months from the date that it becomes eligible for disposal.

7.18 INSPECTING THE PROPERTY OFFICE

- A. The Commanding Officer of the Property Office shall conduct periodic inspections of his/her unit no less than quarterly for the purpose of:
 1. determining that the property room is clean and is being maintained in an orderly condition;
 2. determining if the integrity of the property is being maintained;
 3. determining if all procedures, orders and directives are being followed;
 4. ensuring that property is protected from damage and/or deterioration;
 5. ensuring that property is disposed of when it become eligible for disposable.
- B. An inventory of the Property Office shall be conducted whenever the Commanding Officer of that unit is re-assigned. This inventory is to be conducted jointly by the out-going and the incoming Commanding Officers.

C. It will be the responsibility of the Inspector assigned to the Division of Administration and Communications to periodically order the auditing of property and evidence maintained by the Property Office. The Inspector may conduct the audit himself/herself or (s)he may designate a Captain or a Lieutenant assigned to his/her Division to do so. These audits shall be random and unannounced and shall be conducted on a semi-annual basis.

- a. The audit will include a comparison of property contained on randomly selected P-10's with the property they represent. It will minimally include random selections from found property, cash and evidence.
- b. A report detailing the results of the audit will be forwarded to the Police Commissioner no later than 10 days after the audits completion.

D. The Internal Affairs Division shall conduct an annual, unannounced audit of the Property Office which will include a sampling of property and evidence sufficient to determine the integrity of the system. A report detailing the results of such an audit shall be forwarded to the Commissioner's Office within 10 days of the audit's completion.

7.20 CITY EMPLOYEES NOT ENTITLED TO FOUND PROPERTY

City of Buffalo employees who find or recover property during the course of their employment with the City cannot claim that property.

7.21 HANDLING PRISONER'S PROPERTY

Refer M.O.P. Chapter 3.

7.22 HANDLING REPORTS OF LOST PROPERTY

All District Stations have P1376 Forms which are filled out for cell phones and forwarded to the Property Office. No reports are taken nor are any forms filled out for "lost" property.

7.23 EVIDENCE CUSTODIAN AUDIT/INVENTORY

The Commissioner or his/her designee who is not normally charged with the custody of evidentiary and non-agency property will annually perform both a sample audit and a sample inventory of all such property. The inventory and the audit will be conducted at least four (4) months apart from each other and will not involve the same items unless total available size dictates otherwise.

A. The property and evidence audit shall include any inventory and preview of the property records for each item to ensure compliance with written directions. The minimum amount of property to be sampled during the audit shall be 5% of the Departments total Property Room inventory or 50 items, whichever is less.

B. The property and evidence inventory shall consist of an eyes on inspection of items to ensure accountability, the minimum amount of items to be sampled during the inventory shall be 10% of the Departments total Property Room inventory or 100 items, which ever is less.

C. A single property and evidence audit of ALL property shall meet the audit and inventory requirements as noted in A and B above.

- The inventories and audits must include a sampling of money, firearms and high value items each time they are conducted.

- The sample audit referenced in (A) of this section shall be done whenever a new

property/evidence (Captain or Lieutenant) is designated.

- A report shall be completed after all audits and inventories identifying the property that was inventoried and audited.

7.24 EVIDENCE CUSTODIAN TRAINING

All personnel assigned to the Property/Evidence Room shall successfully complete a course in property/evidence room management within one year of being assigned to such duties.