

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 27 Jan 11

SUBJECT: New Departmental General Order N-2.1, PURCHASE AND
INVENTORY OF DEPARTMENT FIREARMS

The subject order has been published to set forth Departmental policy and procedures regarding the purchasing, inventory tracking, auditing, and disposal of Department-owned firearms.

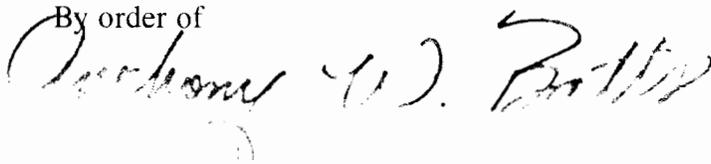
The Evaluation Coordinator for this order shall be the Training Section Commander, who, without further notice, shall forward the required report to the Chief of Police on or by 27 Jul 11.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Office of Inspector General to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of



Anthony W. Batts
Chief of Police

Date Signed: 31 JAN 11



DEPARTMENTAL
GENERAL
ORDER

Effective Date:
27 Jan 11

Index as:

Evaluation Coordinator:
Training Section Commander

N-2.1

Evaluation Due Date:
27 Jul 11

Purchase and Inventory of
Department Firearms

Automatic Revision Cycle:
3 Years

PURCHASE AND INVENTORY OF DEPARTMENT FIREARMS

The purpose of this order is to set forth Departmental policy and procedure regarding the purchasing, inventory tracking, auditing, and disposal of Department-owned firearms.

I. POLICY

- A. All firearm purchases shall be made through the Training Section and in full compliance of the City and Department's bidding and vendor selection policy.
- B. Only Department authorized firearms shall be purchased.
- C. Funds for firearms purchases shall be the responsibility of the purchasing unit.
- D. The purchasing unit shall be responsible for reporting the disposition of firearms to the Training Section (e.g., destruction, lost, stolen, sold, returned, exchanged, transferred, or used for spare parts).
- E. The Training Section shall conduct an annual firearm audit, to be completed annually by the 10th of December, and report the findings to the Chief of Police.
- F. The issuance of temporary firearms (e.g., shotguns, and the subsequent return of same) shall be in accordance with the provisions of DGO C-4, SAFETY EQUIPMENT.

II. PURCHASING OF DEPARTMENT-OWNED FIREARMS

The unit purchasing the firearms shall:

- A. Secure and transfer the appropriate funds into an account designated by the Training Section Commander. Consultation with the Fiscal Division is strongly recommended to ensure this process takes place.
- B. Confer with the Training Section / Range Staff to ensure the requested firearms are authorized by the Departmental.

III. RECEIVING, LOGGING, AND TRACKING

A. Receiving

All firearms purchased by the Department shall be received by the Training Section / Range Staff who shall inspect the items for quality and performance and to ensure the order is complete before invoices are approved.

B. Logging

Log the firearm into the Oakland Range Asset Tracking System (ORATS) database and include the following information:

- 1. Date of Purchase;
- 2. Name of Vender;
- 3. Type of Firearm, categorized by make, model, type and serial number; and
- 4. Where firearm assigned (i.e., unit and/or individual).

C. Tracking

Track firearms as follows:

- 1. Date firearm returned;
- 2. Date firearm removed from service; and
- 3. Date firearm disposed of and how.

IV. ANNUAL INVENTORY OF DEPARTMENT-OWNED FIREARMS

The Training Section, in cooperation with division commanders, shall:

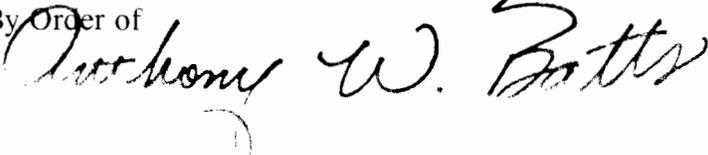
- A. Coordinate a Department-wide inventory of all firearms as follows:
 1. The Training Section shall send out a reminder (via email) to each Division Commander by the 1st of November of each year to conduct an annual firearms inventory utilizing a Firearms Inventory Sheet (provided by the Training Section).
 2. Division commanders shall complete and electronically forward the Firearms Inventory Sheet by the 30th of November to Training Section Commander.
 3. Upon receipt of the Firearms Inventory Sheets, Training Staff shall review and follow-up on any discrepancies with the submitted inventories and update the ORATS database accordingly.
 4. Unresolved issues and/or corrections shall be brought to the attention of the Training Section Commander for further action.
 5. The Training Section Commander shall ensure a report is prepared and forwarded to the Chief of Police on the findings of the inventory and the status of all Department owned firearms by the 10th of December, to include:
 - a. Methodology of the inventory:
 - b. Breakdown of firearm assignments (e.g., Tactical Operation Team Elements, Patrol Rifle Officers, etc.); and
 - c. Quantity and nomenclature of firearms purchased, issued, returned, and removed from service and the subsequent disposition of same.
 6. Completed Firearms Inventory Sheets shall be retained by the Range Staff for a period no less than the normal life expectancy of the specific firearm in accordance with the provisions of DGO C-4, SAFETY EQUIPMENT.

V. RECORDS SECTION

The Records Section shall be tasked with updating the Automated Firearms System (AFS) of all firearms destroyed by the Department. The update shall be performed as soon as possible after the destruction of the firearm(s).

Upon updating AFS, the Records Section shall notify the Range Staff, via written communication, of the destruction and AFS update so that ORATS can be revised to accurately reflect the Department's current firearm inventory.

By Order of



Anthony W. Batts
Chief of Police

Date Signed: 31 JAN 11