

	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 6.2 Safeguarding of Agency Weapons	
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<i>N.Y.S. Accreditation Ref: A6.2</i>	<i>Page 1 of 1</i>	<i>Authority: Chief Joseph Snyder</i>

Safeguarding of Agency Weapons

Policy:

It is the policy of the New Paltz Police Department to properly safeguard all non-issued department weapons. The department will maintain an accurate inventory of those weapons and will comply with New York State and Federal statutes concerning acquisition and disposal of department firearms.

Purpose:

To identify one person responsible for the New Paltz Police Department armory/firearms division and to define the duties and responsibilities therein.

1. All firearms purchased for the New Paltz Police Department will be received, maintained and inventoried by the member in charge of the department armory and firearms division. This position is appointed by the Chief of Police.
2. Upon receipt of any weapon(s) requiring notification to the New York State Police or The Department of Alcohol Tobacco and Firearms, notification will be made by the member assigned to oversee the division.
3. All non issued department firearms shall, at all times, be locked in a container designated for such purpose and access thereto shall only be afforded to the member assigned to oversee the division.
4. Any department weapon issued to a member of the New Paltz Police Department will be inventoried and listed in the division's weapon inventory.
5. Any department weapon surrendered for return to stock shall immediately be returned to the member assigned to oversee the division with the appropriate entry made in the division's weapon inventory.
6. All ammunition utilized for use in division issued weapons shall be received, maintained and inventoried by division personnel.
7. All non issued ammunition shall be kept secured and shall not be issued except on competent authority.