



California Exposition and State Fair Police Department

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DEPARTMENT GENERAL ORDER

ORDER 200.900

Feb. 2019 (Revised)

08/01/2006 (New)

INVENTORY CONTROL OF DEPARTMENTALLY OWNED FIREARMS

200.901 PURPOSE

- A. The purpose of this Order is to establish policy and procedure concerning the purchase, issuance and inventory control of all California Exposition & State Fair Police department owned firearms.

200.902 POLICY

A. Purchasing Firearms

1. The Administrative Sergeant shall coordinate all department firearm purchases using the state's normal procurement process. All firearm purchases shall be pre-approved by the Chief of Police.
2. After purchased firearms are received, the Administrative Sergeant shall ensure each firearm is entered in the California Law Enforcement Telecommunications System (CLETS), Automated Firearms System (AFS), as an institutional registration.

B. Issuing Firearms

1. The Administrative Sergeant shall coordinate issuing firearms to officers.
2. Every officer receiving a departmental owned firearm shall sign a property receipt for the issued firearm. The property receipt will be maintained in the officer's office personnel file.
3. The Administrative Sergeant shall coordinate the repair of any department owned firearm that becomes defective.

200.903 INVENTORY CONTROL

- A. The department will maintain a master record of all department owned firearms issued to officers. The Chief of Police shall pre-approve the issuance of each department owned firearm.

*The mission of the California Exposition & State Fair Police is to:
Provide for the safety and security of visitors, employees, and stakeholders; keep order and
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

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Department General Order

- B. In January of each calendar year, the Administrative Sergeant shall conduct a physical inventory of all department owned firearms, including the firearms assigned to officers, and the supply of unassigned firearms in the firearms' safe. The Administrative Sergeant shall promptly report to the Chief of Police any missing/lost/stolen firearms.
- C. If the Administrative Sergeant becomes aware of any missing, lost, or stolen department owned firearms, a crime/incident report shall be prepared and the firearm's serial number entered into California Law Enforcement Telecommunications System (CLETS), Automated Firearms System (AFS), as an institutional registration.
- D. The Range Officer shall be responsible for determining if any department firearm is unserviceable due to mechanical issues and is unable to be economically repaired. The Range Officer shall notify the Chief of Police of any firearms becoming unserviceable.
- E. Any officer whose departmental firearm is lost, missing, stolen or becomes non-functional shall immediately notify the Chief of Police, through the chain-of-command, by written memorandum. Photocopies of all supporting reports shall be attached.