WINONA POLICE DEPARTMENT

NUMBER: 100-04 PAGES: 1

EFFECTIVE DATE: July 27, 2004

SUBJECT: PURCHASES FOR THE POLICE DEPARTMENT

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for the purchases of equipment, supplies, etc., to be paid for out of departmental funds, by members of the Winona Police Department.

2.0 POLICY:

It is the policy of this department that no purchases will be made by members of the department, to be paid for out of departmental funds, without the express permission of the Chief or Deputy Chief of Police.

3.0 PROCEDURE:

3.1 Receipts must be obtained and turned in for all services and purchases and must bear the signature of the officer making or picking up the purchase.

3.2 Exceptions to Section 2.0 are as follows:

3.2.1 Routine equipment repair purchases may be authorized by the Shift Supervisor.

3.2.2 Minor emergency equipment repair purchases may be authorized by the Shift Supervisor.

3.2.3 Purchases of miscellaneous office supplies may be authorized by the Administrative Officer or Shift Supervisor.