

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI-BUREAU	DATE OF ISSUE August 9, 2024	EFFECTIVE DATE August 9, 2024	NO. 044-24
SUBJECT: GENERAL ORDER Sheriff's Quartermaster		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 6.1, NYSSA (JAIL) 59, 60, 62			RESCINDS 44-19

Purpose: To familiarize personnel regarding the operating procedures of the Sheriff's Quartermaster.

Policy: The Quartermaster shall be responsible for the procurement, distribution and inventory management of agency supplies and equipment. The Quartermaster is responsible for sourcing and is authorized to negotiate on behalf of the Sheriff's Office with suppliers in conjunction with internal customers and the Budget and Personnel Office.

* **I. General Duties of the Quartermaster**

- A. The Quartermaster is responsible for the overall planning, coordinating, implementing, supervision of inventory, operations, maintenance, purchasing, budgeting and management of agency supplies and equipment, reporting to the Lieutenant and Commander of the Staff Services Bureau.
- B. Orders necessary agency supplies and equipment in a timely manner, in order to ensure continuous distribution and overall readiness.
- C. Maintains accurate records of transactions involving supplies and equipment.
- D. Ensures security of supplies and equipment controlled by the Quartermaster.
- E. Maintains all area's and operation of the Office of the Quartermaster.
- F. Responsible for administrative management and supervision of all personnel assigned to the Office of the Quartermaster.
- G. Responsible for the development and maintenance of the internal operating procedures and policies for the Office of Quartermaster.

* **II. Specific Duties of the Quartermaster**

- A. Ensures that suppliers demonstrate the ability to meet the demands of the agency during normal operational conditions and during times of emergency. The Quartermaster will manage the supplier/customer relationship acting as the contract administrator. The Quartermaster will work with County Purchasing in the management and qualification of suppliers.
- B. Maintains an appropriate stock of equipment and supplies maintained in the highest state of readiness that can be used for emergencies. Replenishment of Quartermaster inventories will be processed as required by the Quartermaster.
- C. To ensure operational readiness, the Quartermaster conducts inspections at least monthly, checking for care and cleaning, preventive maintenance, repair, workability and

responsiveness. Equipment to be inspected includes, but is not limited to, riot equipment, medical supplies, office and janitorial supplies, uniforms and equipment. Reports will be maintained to demonstrate inspections.

- D. Ensures that items of a non-emergency nature are not unnecessarily overstocked.
- E. Manages the "Used but Serviceable" Clothing and Equipment Program that reissues minimally used uniform and equipment items.
- F. Maintains a current inventory record of all individuals' clothing and equipment issued to employees. This inventory will be recorded on an electronic database system. This database will be the official record of issued items of clothing and equipment to the employees of the agency.
1. The Quartermaster will maintain a current inventory record of all controlled items as defined in Section G (3) below. Inventories of expendable (non-controlled) items will not be maintained on an electronic database. Expendable items are defined as non-durable goods such as medical supplies, office supplies, sanitary and cleaning supplies, forms and items of low dollar value (usually less than one dollar).
 2. When determined to be necessary by the Quartermaster, an individual Readiness Assessment (IRA) will be conducted by the Quartermaster. Each employee will be required to report all issued inventories of clothing and equipment issued by the Sheriff's Quartermaster reporting items, quantity, and sizes of all serviceable items.
 3. The Quartermaster will receive and record deliveries of materials, supplies and equipment. This inventory will be required annually and is the responsibility of the specialized unit commander to provide same upon request.
 4. The Quartermaster will conduct weekly inspections/audits of all controlled items and visual inspections of expendable inventories to ensure availability as needed or required.

Controlled items include, but are not limited to:

- ASR (non-lethal OC aerosol spray or foam)
- Badges
- Body Armor (stock)
- Forms
- Handcuffs
- Locks, zone
- Pagers
- Riot equipment
- Uniform Traffic Tickets (UTT's)

Note: Sheriff's Patches are considered "Controlled" and their distribution is the sole responsibility of the Quartermaster.

Items which are visually inspected on a weekly basis include, but are not limited to:

- Emergency equipment (flares, shovels, etc.)
- Jail Janitorial and Personal Hygiene supplies
- Medical supplies
- Office supplies
- Uniform accessories and equipment
- Uniforms (Quartermaster stocked)

- * G. Distributes specified II clothing and linen supplies and will:
1. Maintain a schedule of laundry replenishment, which adequately services jail operations.
 2. Maintain a stock of Hygiene rolls in Central Booking Reception Unit and Zone Detention Cells to be used for incoming II's and/or detainees, and emergency replacement.
 3. Prepare adequate supplies to be delivered by Institutional Helpers to individual floors within all jail facilities ensuring that floors/locations are not unnecessarily overstocked based on population.
 4. Maintain a current list of linen issued in the jail facilities.
- H. Maintains the stock of Zone Keys and Traffic Control Box Keys. A record of issued Zone Keys will be maintained by the Quartermaster.
- I. Maintains and distributes all agency court summonses. The Quartermaster is authorized to issue summonses to any Police Bureau Sergeant or above, or their designee. (Uniform Traffic and Appearance Tickets)
- J. Supplies all uniform clothing and equipment. The Quartermaster shall receive all clothing and equipment from the supplier and make individual notification(s) when an item is available for issue.
- K. If an employee has received authorization to seek the purchase of a new item, product or service, the Quartermaster will serve as the Procurement Officer. The Quartermaster will obtain from the employee the following information needed to process the request for sourcing and subsequent purchase of an item, product, or service (this does not include Information Technologies products or services):
- Nomenclature (Name) of the Item, Product, or Service
 - Dimensions, Color, or Size
 - Specific Performance Criteria
 - Forecasted Demand Quantity
 - Pricing Constraints
 - Funding Source
 - Timing of Delivery (Urgency)
 - Frequency of Demand (Future)
 - Need for Test and Evaluation (T&E)
 - Name of Approving Command Authority
1. Upon receipt of this information, the Quartermaster shall assign a project number and begin the procurement process by documenting the requirements and criteria as defined by the employee; this number will be used for tracking purposes.
 2. The Quartermaster will ascertain availability through the use of sourcing channels of known and qualified suppliers, catalogs and/or the Internet.
 3. The Quartermaster will analyze all potential items, products or services for:
 - Ability to Meet the Customer's Requirements
 - Availability to Meet Demand/Delivery
 - Sources of Supply (Distribution)

- Pre-Negotiation (Pre-Bid) Pricing
 - Product Reliability Data
 - Manufacturer Reliability Data or References
 - Customer Service and Support
 - Repair Services
 - Spare Parts Availability
 - Training
 - Warrantee Period and Conditions
 - Product Safety Information (MSDS)
 - Samples and/or Documented Evaluations by and Independent Third Party
 - Shipping Costs and Terms
4. The Quartermaster will present the analysis to the employee and together will decide on selection based upon all known criteria and information provided.

Note: When determining selection, the term "Best Value" should be applied. This term refers to the overall value of an item, product or service in terms of quality, durability and price as it directly impacts the needs of the agency or its employees. The item may not be the most expensive nor of a branded product but one which meets the employee's specifications for price, use, appearance, durability, quality in construction, safety, comfort and/or performance.

5. Communications between the supplier or manufacturer and the employee should be facilitated by the Quartermaster and should be limited to the clarification of technical points and should not include the promise of business; agreement of price; a promise of volume or potential volume or any other subject which may impact price negotiations at a later date.
6. If necessary, the Quartermaster will obtain samples for evaluation by the employee, or personnel assigned to evaluate the sample. All data received from the evaluation will be made available to the supplier only upon request. At no time will the agency endorse a supplier's item, product or service. Any sample obtained from a supplier will be returned at their cost and upon their request.
7. Upon review of all pertinent data, the employee and the Quartermaster will present any recommendations in writing to the approving command authority to move forward with any purchase, or suggest that no further action be taken.
8. If approval to proceed is authorized, the employee and Quartermaster will finalize any specification requirements and will document it using a Request for Requisition Form. This form will be forwarded along with all information to include at least three (3) supplier quotations, or a sole source letter to the agency's Budget and Personnel Office.
9. Should the decision be not to proceed with the purchase of the item, product or service, no further action will be taken and the process will be concluded. Regardless of any decision, the retention of the information gathered during this process will remain with the Quartermaster for three (3) years.

III. Required Record Keeping

The Quartermaster will maintain the following records:

1. Complete list of clothing and equipment issued to each agency employee.
2. Listing of each badge issued and current inventory.
3. Listing of issue of Uniform Traffic and Appearance Tickets to Zones/unit.

4. Listing of each issue of body armor and available serviceable stock.
5. Record of each temporary loan of agency equipment.
6. A record of equipment inspections.

IV. Responsibilities of Employees

- A. All employees will ensure that issued equipment is maintained in a state of operational readiness, to include care, cleaning, preventive maintenance, repair, workability and responsiveness. Employees are not authorized to destroy or alter in any way; any clothing or equipment issued by the Sheriff's Quartermaster unless authorized to do so by the Quartermaster, Undersheriff or Sheriff.
- B. In the event that a member's equipment is stolen, lost, or misplaced, the member shall notify their immediate supervisor as soon as possible and file a police report if appropriate. The member will submit an Intra-Departmental Correspondence detailing the circumstances surrounding the incident, along with any other reports necessary (e.g. police report, teletype, etc.), as soon as practical through the supervisory chain of command to the Major of Operations or appropriate Bureau Chief. A copy is to be forwarded to the Quartermaster regardless of an accompanying or future request for replacement.

Note: Teletypes should be issued for unaccounted badges, identification cards and uniforms.

- C. Any request to replace damaged or lost equipment will be submitted to the Quartermaster via the Staff Services Bureau and will be accompanied by:
 1. An Intra-Departmental Correspondence by the employee documenting the circumstances surrounding the damage or loss.
 2. An Intra-Departmental Correspondence by the immediate supervisor documenting the details of the investigation conducted.
 3. Request for replacement by the employee's supervisor.
 4. Authorization for replacement by the Commander of Staff Services.
 - D. To reduce delays, paperwork, process redundancies and cost, enhancing total customer satisfaction, worn, damaged and otherwise unserviceable clothing and equipment may be exchanged one for one without a Clothing Request Form (MB-084) at the Quartermaster's customer service window during normal hours of operations. Exchanged items do not require a database update/entry unless there has been a substantial change in the item's form, fit or function (such as change in size, color, style or description). The Quartermaster will maintain a listing of items that may be exchanged.
 - E. For items not stocked or unavailable, a clothing request form must be submitted and signed by either the requester's supervisor (Sgt. or above) or by the Quartermaster. The Quartermaster will issue a purchase order release (CHIT) to the supplier and forward the release to the supplier unless the requester must report to the supplier for a specialized measurement. Otherwise, the Quartermaster will measure the employee or the employee may provide their measurements to the Quartermaster.
- * Note: Employees requiring soft body armor will be measured and fitted by the supplier.
- F. All requests for specialized unit clothing or equipment will be forwarded to the unit commander for authorization. Approved requests will be sent to the Quartermaster and be forwarded to the appropriate supplier. The Quartermaster will receive replacement or specialized items and issue them as is done with initial disbursements.

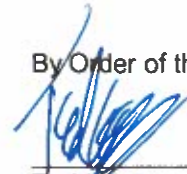
Note: When an employee is no longer assigned to a specialized unit, all unit equipment must be returned to the unit commander, who will advise the Quartermaster of all items returned and those still outstanding.

- G. Exchanged items that are worn, damaged or otherwise unusable will be turned in to the Quartermaster for disposal or destruction in accordance with current directives. Items unable to be serviced will not be restocked.
- * H. Requests for routine supplies will be made on a requisition form authorized by the requester's immediate supervisor. Zone/Unit Commanders (at their discretion) may instruct personnel to pick-up items belonging to employees of their command and/or office supplies and equipment.
- * I. Upon termination of employment each employee will return all issued clothing and equipment to the Quartermaster. All uniform items returned to the Quartermaster's office must be washed and folded neatly. In cases of missing items, the Quartermaster will notify the Sheriff's Budget and Personnel Office, who will place a hold on the final paycheck until the particular item(s) are returned or reimbursement is made.

V. Responsibilities of Staff Services

- A. The Commander of Staff Services or his /her designee will conduct quarterly inspections of the Quartermaster Unit. These inspections will be summarized in a written report.
- B. An annual inspection of the Office of Quartermaster will be conducted by the Standards and Compliance Unit, with its findings and recommendations reported to the Sheriff and Undersheriff through the Commander of Staff Services.

By Order of the Sheriff,



Todd K. Baxter

- * Indicates a significant change from the previous order.