



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE: MAY 14, 2014	NO. PAGES: 1 of 2	NUMBER: 3.1.05
SUBJECT: DISTRIBUTION AND HANDLING OF AMMUNITION BOXES			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Calvin D. Williams, Chief</i>			

Substantive changes are in italics

PURPOSE: To set guidelines for the contents, handling and distribution of ammunition boxes.

POLICY: The Cleveland Division of Police Ordnance Unit shall fill, distribute and replenish ammunition boxes for the Division.

PROCEDURES:

- I. District Ammunition Boxes
 - A. Each zone car assigned to a district shall receive one *ammunition box*. The *ammunition* box shall be marked and assigned to a specific vehicle. The *ammunition* box shall remain in the vehicle at all times unless the vehicle is out of service for repairs or maintenance. When this occurs, the ammunition box shall be placed in the district's armory room and noted in the ammunition box logbook. This notation shall include the date and signature of the officer-in-charge (OIC). When returned to service, the district OIC shall ensure that *an* ammunition box is placed back in the vehicle. The OIC shall also note this in the ammunition box logbook.
 - B. Members *shall* note, on their duty report, the ammunition box number that is in the vehicle used. If there is no ammunition box in the vehicle, one shall be obtained from the OIC.
 - C. If a district acquires more *police vehicles* than the available ammunition boxes, the OIC who discovers the situation shall notify the district Administrative Officer. That Administrative Officer *shall* contact the Ordnance Unit and arrange to obtain additional ammunition boxes.

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II. Specialized Units

- A. Specialized units (Traffic, Strike Force, etc.) *shall* contact the OIC of the Ordnance Unit and provide a list of vehicles to obtain an ammunition box.
- B. The OIC of the requesting unit shall set up an ammunition box log book and adhere to the handling and accountability procedures set forth in this order once ammunition boxes have been obtained.

III. Each ammunition box *shall* contain:

- A. 100 rounds of 9 mm service ammunition
- B. 60 rounds of 00 buck shotgun ammunition

IV. Ammunition Box Seal

- A. Ordnance Unit personnel shall seal the ammunition boxes. **Personnel shall not break the seal on an ammunition box except to use the ammunition.** Once the seal is broken, the ammunition box shall be sent to the Ordnance Unit, as soon as possible, to be re-filled and re-sealed. The ammunition box must be accompanied by a Form-1 from the officer who breaks the seal or discovers the broken seal with the facts surrounding the break or discovery.
 - B. The OIC shall review and sign the Form-1 report and inventory the contents of the ammunition box. **If ammunition is missing**, an investigation shall be conducted by the OIC. A Form-1 shall be completed by the investigating supervisor and forwarded to the Ordnance Unit with a copy sent to the Chief's Office.
- V. *District or unit OICs shall inspect ammunition box inventories concurrently with firearms. The inspection shall be documented on the Quarterly Shotgun and Ammo Box inspection form (attachment). The completed form shall be forwarded through the chain of command to the respective Deputy Chief. Each Deputy Chief shall review the forms for completeness and forward all documentation to the Ordnance Unit within 20 business days of the end of the quarter.*