



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: JULY 19, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 2	NUMBER: 4.06.03
SUBJECT: AMMUNITION BOXES			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

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

POLICY: *It is the policy of the Cleveland Division of Police* that the Ordnance Unit shall *maintain (fill, distribute, inspect, and replenish) Division ammunition boxes.*

PROCEDURES:

I. General Guidelines

- A. Members shall note in their duty report *and/or Mobile Computer-Aided Dispatch entry* the number from the ammunition box located in the vehicle being used *and record the same with their WCS during their 360° walk around inspection (Refer to General Police Order 4.06.04 Wearable Camera System).*
- B. If there is no ammunition box in the vehicle, the member shall obtain one from their Officer-in-Charge (OIC).

II. Ammunition Box Assignment

- A. Each *marked patrol car* assigned to a district and *marked enforcement vehicles assigned to a specialized unit (i.e., Traffic, NICE Unit, etc.)* shall house one ammunition box.
 - 1. Ammunition boxes shall be marked and assigned to a specific vehicle.
 - 2. Ammunition boxes shall remain in the vehicle at all times unless the vehicle is out of service for repairs or maintenance.
 - 3. The district OIC or *unit OIC, not assigned to a district,* shall maintain an ammunition box logbook.
- B. If a district/unit acquires more police vehicles than ammunition boxes, the OIC discovering the shortage shall notify the administrative supervisor. The administrative supervisor shall contact the Ordnance Unit to arrange for additional boxes.

III. Removal and Replacement of Ammunition Boxes

- A. Vehicles out of service.
 - 1. The ammunition box shall be removed and placed in a secured room designated for that purpose.

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2. A notation shall be made in the ammunition box logbook indicating the vehicle is out of service and include the date and signature of the OIC.

B. Vehicles placed back in service.

1. The first officer using the vehicle shall notify the OIC to obtain an ammunition box from the secured room.

2. A notation shall be made in the logbook indicating the vehicle number where the ammunition box is housed and include the date and signature of the OIC.

IV. Ammunition Box Contents and Seals

A. Each ammunition box shall contain:

1. One hundred rounds of 9mm service ammunition.

2. Sixty rounds of 00 buck shotgun ammunition.

B. Ordnance Unit personnel shall be responsible for sealing ammunition boxes.

C. *Members shall not* break the seal on an ammunition box except when needed for operational purposes.

D. If a seal is broken, the member breaking or discovering the broken seal shall complete a Form-1 with the circumstances.

1. The OIC shall review and sign the Form-1 report and inventory the contents of the ammunition box.

2. *If ammunition is missing and cannot be accounted for, the OIC shall conduct a District/Bureau Investigation using the Division tracking software, attach supporting documentation, and forward the entry through the chain of command.*

3. *The member's Form-1 and ammunition box shall be sent to the Ordnance Unit as soon as possible so the ammunition box can be refilled and resealed.*

V. Ammunition Box Inspection *and Maintenance*

A. District/unit OICs shall inspect and conduct ammunition box inventories outlined in *GPO 4.06.06 Inspections*.

B. *The Ordnance Unit shall conduct the required maintenance of ammunition boxes.*

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.