

## 2-8 Monthly Inventories of Unit Firearms

### NARCOTICS BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-8**

Subject: **MONTHLY INVENTORY OF UNIT FIREARMS**

Effective Date:	07/01/2007	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

#### I. **CONCEPT AND ISSUES**

##### A. **Purpose**

The purpose of this bureau order is to establish guidelines for a monthly inventory and accountability of all firearms assigned to Narcotics Bureau.

##### B. **Scope of Policy**

This policy applies to all bureau supervisors, all personnel who have access to a bureau firearm, and those bureau personnel who have been personally issued a bureau firearm.

**C. Accountability**

Bureau sergeants shall be directly responsible for the inventory and accountability of those bureau firearms assigned to their respective crew and/or personnel. The Narcotics Bureau Training Unit is responsible for the Headquarters armory inventory.

**II. POLICY**

**A. Reporting Procedures**

Bureau sergeants shall, on a monthly basis, personally account for those bureau issued firearms assigned to their respective crew or personnel. This monthly inventory of bureau firearms shall be documented on the attached form (Titled "Monthly Inventory of Unit Firearms") and forwarded to Narcotics Bureau Headquarters, with attention to the Training Sergeant and/or Training Deputy responsible for the inventory of all bureau firearms.

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The "Monthly Inventory of Unit Firearms" form shall be submitted to Narcotics Bureau Headquarters by the **10th** calendar day of each month.

**B. Unit Commander Notification**

Should any discrepancies arise during the monthly inventory process (e.g. missing or unaccounted for firearm), the reporting personnel shall immediately make the following notifications to:

1) The Zone Lieutenant.

2) The Narcotics Bureau Training Unit.

3) Submit a detailed memorandum to the Unit Commander describing the circumstances of the discrepancy.

Each month the Training Deputy shall account for all firearms assigned to the crews and those stored in the Headquarters Armory. He/She shall immediately advise the Operations Sergeant or Lieutenant of any discrepancies. The Unit Commander shall also be notified via a detailed memorandum without unnecessary delay.

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**ORIGINAL SIGNED\_**

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**SH-AD-32A (8/17)**

**COUNTY OF LOS ANGELES**

**SHERIFF'S DEPARTMENT**

*"A Tradition of Service Since 1850"*

DATE:

FILE NO:

OFFICE  
CORRESPONDENCE

**FROM:** (CREW SERGEANT)                      **TO:** LOY L. MCBRIDE, CAPTAIN  
NARCOTICS BUREAU

**SUBJECT: MONTHLY INVENTORY OF UNIT FIREARMS\***

I have personally accounted for the following firearms assigned to my crew or to a member of my crew. Below is a listing of their serial numbers which I have verified.

Name of Crew \_\_\_\_\_

Month of \_\_\_\_\_, \_\_\_\_\_

<b>AR – 15/M-4</b>	<b>Benelli Shotgun</b>

**\*This report is due at HQ Narcotics not later than the 10<sup>th</sup> of each month.**