

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Inventory and Control of Office Property, Mail and Package Delivery		CHAPTER/SECTION NO.: 12.9	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 17.5.1			

12.9 Procedure

- 12.9.1 Any permanent item purchased which has a value of over \$200, may receive an inventory control number issued by the property custodian. Property with a value of over \$5000 is identified as equipment by the Weber County Clerk-Auditors Office. The Clerk-Auditors Office requires an inventory control number and an annual inventory report for all such equipment.
- A. Property such as, but not limited to, tape recorders, calculators, electronic organizers and other electronic or mechanical items that may have a value less than \$200; should be issued an inventory control number.
- 12.9.2 When an item is purchased and received, the invoice will be sent to the Office Finance Clerk who will send a copy of the invoice describing the item, to the Clerk-Auditors Office for payment.
- A. Property shipped to the Office will be received by the Warehouse Receiving Specialist who will confirm invoice/packing slip information and disburse the item to the appropriate Law Enforcement Division or Corrections Division designee, or the property custodian or designee, with a copy of all invoice/packing slip paper work, indicating delivery instructions for items which should be issued an inventory control

- number.
- B. The Property Custodian or designee will be responsible to ensure property is assigned a control number by Division designees, if appropriate.
- 12.9.3 The property custodian or authorized designee/s will enter the item descriptor data, assign and affix a control number to the item and enter the item into inventory files. The property custodian or authorized designee will track and inventory equipment by serial and/or control number and/or employee number as appropriate.
- 12.9.4 The property custodian will send the invoice/packing slip paperwork to the Office Finance Clerk for appropriate processing.
- 12.9.5 Any property not issued a tracking control number, e.g. expendable/perishable property (clothing, batons, riot accessories, etc.) or office supplies, will be overseen by the property custodian or designee and may be tracked using the employee number of the member the item is assigned to.
- 12.9.6 Postal/Private Package Delivery and Security
- A. All postal and private deliveries to the Sheriff's Office shall be delivered to a designated secure area/location that is not located in the same building as the main Sheriff's Office and Corrections Facility.
 - B. Working access to the mail processing area shall be limited to assigned personnel and the Sheriff's Office warehouse receiving specialist who will screen, identify and process all items prior to delivering them to the appropriate party.
 - C. **Any postal or private package deliveries that have not been pre-screened shall not be opened and shall be delivered to the designated secure location for processing.**