

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Centralization of Office Owned Property		CHAPTER/SECTION NO.: 12.10, 12.11	
EFFECTIVE DATE: 1		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 17.5.2			

## 12.10 Policy

- 12.10.1 An Office inventory system and data base (DSI) has been established to ensure proper accountability of agency owned property. The inventory system is designed to compliment any County procedures regarding control of property, and it shall be maintained by the Office Finance Clerk.
- A. The Division Chief Deputy shall bear ultimate responsibility for the accountability of Office owned property.
  - B. The Office Finance Clerk shall act as the repository for inventory data and as the keeper of records which are pertinent to agency owned property.
    - 1) In accordance with County policy, property maintained in the inventory database shall consist of capital items at a minimum. Other items may be included in the inventory database at the discretion of the Chief Deputy.
    - 2) The property custodian, with the Finance Clerk shall survey each section annually, to ensure that the Office inventory database is accurate, complete, and up-to-date.
- 12.10.2 Distribution and Issuance of Agency-Owned Property

- A. Distribution and issuance of agency-owned property along with maintaining stored items of agency-owned property in a state of readiness is the responsibility of the property custodian or designee.

## 12.11 Procedure

### 12.11.1 Obtaining agency-owned property

- A. The property custodian or designee, upon receipt of a request authorized by a members Bureau Commander or designee will:
  - 1) Issue the item or,
  - 2) Issue a voucher (to be completed and returned to the custodian) to the member authorizing release of an item by appropriate designee e.g. weapons from the Office armorer, uniforms, radios etc.
  - 3) Place the item on the employee's inventory list and update/cross-reference item inventory files.
- B. If the requested item is not available in existing stocks, the property custodian will then proceed with acquiring the item, if the purchase is approved by the Finance Clerk and Chief Deputy.
- C. Upon delivery of the ordered item, the property custodian shall enter the item into Office inventory and issue the item to the requesting Office employee.
- D. Once the property has been issued, the property becomes the responsibility of the Office member accepting receipt.
- E. Upon changing assignments the member **WILL NOT** exchange issued items with other members but will return items not needed in the new assignment to the property custodian and/or obtain equipment required for the new assignment from the property custodian.