

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Maintaining Office Owned Property		CHAPTER/SECTION NO.: 12.12	
EFFECTIVE DATE: 07/16/09		REVIEW DATE: 07/16/09	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: _____ Sheriff	
STANDARD NUMBER: 17.5.3			

12.12 Policy

- 12.12.1 The WEBER COUNTY SHERIFF'S OFFICE, because of its size, does not have a full-time property management function. Therefore, items such as vehicle two-way radios and vehicles are maintained by other Offices or outside agencies through contracts or County procedures.
- 12.12.2 The property custodian or designee is responsible for the inspection and "operational readiness" of all equipment which is not currently assigned for use.
- 12.12.3 Each Deputy is held accountable for all property issued to him/her, and that property assigned to him/her for a given shift, task, or project.
- A. It is incumbent upon all Deputies to maintain their issued equipment in good order, and to make appropriate and timely notification to the appropriate supervisor of needed equipment or repairs to existing equipment.
 - B. Any lost, damaged, or stolen Office property must be reported in writing, by the Deputy assigned the property, through the chain of command to the appropriate Bureau commander and Sheriff before the end of the duty day.
 - C. Deputies discovering damaged property not assigned or issued to them, will make the notification as described above.

- 12.12.4 Bureau, Section or Unit supervisors will ensure that issued and assigned equipment is operational through normal inspections.
 - A. It is the supervisor's responsibility to check the condition of Office property as part of the routine inspection function.
 - B. All supervisors will conduct inspections and perform or arrange for periodic maintenance of agency-owned property at regular intervals, to ensure "operational readiness" of Office equipment and assigned agency-owned property.
- 12.12.5 This process will expedite repair or replacement and allow employees to continue to work with quality equipment.
- 12.12.6 The Office will abide by County policy and procedures in the inventory and audit of all Office owned property.