

OFFICE OF THE SHERIFF	
Sheriff Terry L. Thompson	
Procedural Order	

To: All WCSO Staff

From: Sheriff Thompson

CC:

Date: August 18, 2013

Re: Employee Property Issue

#13-07

The purpose of this directive is to give guidelines for controlling the dissemination of Weber County property issued to staff.

All Weber County Sheriff's Office uniforms will be controlled and issued by the Quartermaster.

If an employee is in need of initial issue or replacement uniform item(s), he or she shall complete a uniform voucher (specifying items, sizes, colors, etc.) and have it signed by his or her Bureau commander. The uniform voucher shall then be submitted to the Quartermaster for verification, control and processing.

Firearms and ammunition will be issued and controlled through the Sheriff's Office armory by authorized personnel.

Radios, fleet, and Sheriff's Office keys will be issued and controlled by designated staff.

At the time an employee separates from the Sheriff's Office, the Quartermaster shall submit a list of the employee's issued property to the employee's supervisor. It is the responsibility of the employee and his or her immediate supervisor to coordinate the return of all Sheriff's Office owned property (i.e., uniforms, weapons, supplies, radio, keys) to the Quartermaster, who will return property to the appropriate individuals.

All property returned to Weber County upon separation will be considered to be Weber County property.