

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Specific Policies</b>		<b>P&amp;P-B-117</b>
<b>Agency Issued Property &amp; Equipment</b>		
Effective Date: 02-15-18 Supersedes: 12-02-15	Approval: Sheriff	Number of Pages: 2
References: GOP-C-800, P&P-D-116	Reevaluation Date: Annually	Standards: CALEA 17.5.2 COM 2.4.9

**I. POLICY**

The Sheriff's Office will issue authorized uniforms and property/equipment as outlined in GOP-C-800.

This Office will generally not replace or repair any item that is not issued or supplied by this Office including such items as watches, shoes, glasses, briefcases, or any other item of personal property purchased by the member.

**II. PROCEDURE**

Issuance:

When a member is hired, an Equipment Issue Log shall be completed by the Asset Management Technician and/or the personnel coordinator, documenting all authorized uniform/equipment/property that is issued by the Asset Management Technician and/or personnel coordinator to the employee. The member will be responsible for inspecting all uniform/equipment/property that has been issued to them. Refer to P&P-D-116, *Personnel Files & Records – Guardian Tracking*, for further information regarding this form. Transfer, disposal and replacement of items that are documented on the Equipment Issue Log will be reported to the Asset Management Technician. <COM 2.4.9>

Any additional agency equipment or property that is needed to perform their duties will be provided to the employee and documented on the appropriate inventory sheet. All divisions that are responsible for the inventory of agency equipment/property, are responsible for maintaining current records of the items that were issued to employees in the agency. <COM 2.4.9>

Requests for additional uniforms will be made by the employee to their immediate supervisor by completing an Employee Uniform Authorization Form. Once approved and received, the uniforms will be inspected by the employee.

Replacement:

Members may seek restitution through the courts if personal property is damaged or lost as a result of the actions of another.

If the member feels that extraordinary circumstances exist, he may bring this information to the attention of his supervisor. The division captain or lieutenant will review the situation and determine if the Office should be responsible for the repair or replacement of the item.

An employee seeking replacement of a uniform due to damage resulting from the execution of their official duties or responsibilities may complete an Employee Authorization Form listing all items that need to be replaced. Once approved and received, the uniform/equipment/property will be inspected by the employee.

**Return:**

Employees are required to surrender all agency property issued and in their possession when requested to do so by competent authority.

- Upon separation of employment, employees will return all agency issued equipment to either the Asset Management Technician, direct supervisor, or to Professional Standards.
- All returned items will be documented on the Equipment Issue Log and entered into Guardian Tracker.

**Reissue:**

Once equipment/property is returned to the agency, the items are distributed to the proper divisions and inspected. All items that are worn and/or are not considered operational will be destroyed and taken out of service. All items that may still be worn and/or are operational will be placed back into inventory for re-issue when appropriate. <COM 2.4.9>

By Order of the Sheriff