



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **2-000.00**

TO: All Patrol and Judicial Personnel

RE: **AGENCY PROPERTY MANAGEMENT**

PURPOSE: To establish policy concerning the purchase, management, inventory, and control of agency equipment.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

2-001.00 Property Management Function

- .01 It is the responsibility of the Allegany County Sheriff ' s Office to procure, manage, and control agency owned property. In an overall sense, it is the responsibility of all personnel to manage/maintain any agency property issued to or used by them in a way that will enhance long life and operations to the equipment.
- .02 The overall supervision of the agency owned property will be the responsibility of the Shift Lieutenant ' s or his designee. These responsibilities will include:
 - A. The procurement and requisition of agency property.
 - B. Distribution and issuance of property.
 - C. Inventory and accountability of property owned by the Sheriff ' s Office.
 - D. Maintenance of equipment, particularly property on hand, maintaining operational readiness.
 - E. Disposition of phased out, inoperable, and antiquated equipment.

2-002.00 Purchasing

.01 Equipment will be purchased for the Patrol Division on an as needed basis. Only types of equipment necessary for the mission of the Division will be purchased. Purchases will be made strictly in accordance with this Order.

.02 Requisitions for Property

A. Purchases under \$50 (Petty Cash)

1. Agency employees requesting the purchase of any item will notify first their Shift Supervisor. The shift supervisor will have the authority to approve the purchase. These purchases can be made from the agency petty cash account. A purchase receipt will be submitted to the Sheriff's Secretary at that time.

2. Personnel may make emergency purchases under \$50.00 using personal funds, (with the Shift Supervisor's approval), and then be reimbursed from petty cash after presenting a receipt to the Sheriff's Secretary. An example of this would be making a purchase of wiper blades for an agency vehicle when a service Garage is closed.

B. Personnel wishing to requisition or purchase any equipment/services costing over \$50.00 will notify the Shift Lieutenant.

C. The Shift Lieutenant will obtain permission from the Sheriff prior to any purchase above \$50.00 before processing. Any purchases exceeding \$500.00, will be processed and forwarded to the County Finance Division through a Purchase Order.

.03 Purchase Orders

A. Purchase orders are required for purchases over \$500.00 and over. Purchase orders are authorizations from the County Budget and Finance Division to a specific business for a transaction, after the office has made a request. All personnel will adhere to the policy on purchase orders.

- B. Items which are used frequently and in sizeable amounts will, whenever practical, be purchased in quantity to realize savings and to reduce administrative work. Some items used in great quantities, such as office supplies, will be purchased through the county procurement system to realize savings. Whenever possible, articles such as flares, will be purchased through a Maryland State contract, if one exists, for greater savings.
- C. An effort will be made in all instances to obtain the lowest price for goods and services, consistent with quality and good service.

2-003.00 Disposition of Property Removed from Inventory

- .01 Non-useable, worn out or items beyond repair will be returned to the County Government building to be disposed of by destruction or, if possible, by auction or trade.

2-004.00 Care of Equipment

- .01 It is the responsibility of all employees of the Sheriff's Office to treat agency equipment in the proper manner. Proper treatment lengthens the use life of equipment and results in operational readiness with the equipment are required.
- .02 Any inappropriate willful or negligent action by an employee which causes or is capable of causing damage to agency equipment, may result in disciplinary action. Employees are accountable for their actions and for agency equipment under their control.
- .03 Members will not obtain or exert unauthorized control over property that belongs to this agency with the intent to temporarily or permanently deprive the Sheriff's Office of the property or the use of the property.
 - A. In addition to the commonly accepted definition of "property", "property" also includes reports, logs, forms, etc., regardless if they are in paper, electronic, microfilm or any other form.

2-005.00 Emergency Procurement of Equipment.

- .01 The Sheriff, or his designee, may authorize the purchase or rental of equipment utilizing established County Budget and Finance Division procedures.

By Order Of:

Craig A. Robertson, Sheriff