



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 414.5	
<b>Subject:</b> Property and Evidence	<b>Topic:</b> Property Management: County Owned Property	
<b>Accreditation:</b> ADM.16.05, 16.06, 25.03	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 12/07/2016	<b>Last Review:</b> 11/08/2016	<b>Review:</b> 07/30/2017

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## I. PURPOSE

The purpose of this General Order is to establish guidelines for the procurement, receipt, issuance, inventory, and maintenance of all county-owned property assigned to and under the control of the Sheriff's Office.

## II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to maintain a centralized unit whose function shall be to account for all county-owned property assigned to the Sheriff's Office. This accountability function pertains to all expendable items, installed property, uninstalled property, equipment, vehicles, munitions, and personal wear items owned by the county and allocated, assigned, or controlled by the Sheriff's Office.

## III. PROCEDURES

- A. The direct responsibility for the management of the county-owned property function, which shall include all non-vehicle related property, is assigned to the Property Clerk. The Property Clerk is located within the Evidence and Property Section. The Property Section is organizationally located in the Administrative and Technical Services Division. The duties of the Property Section include the distribution, receipt, inventory, and operational maintenance of Sheriff's Office controlled property.
- B. The direct responsibility for the procurement, requisitioning, and purchasing of all Sheriff's Office-owned property is assigned to the Budget Analyst and/or Buyer. The Budget Analyst and Buyer positions are located within the Office of the Sheriff.
- C. Division Commanders shall monitor the equipment and supply needs of their respective components continuously. Division Commanders and the Budget Analyst shall attempt to forecast property needs and annually present them for inclusion in the department's operating budget. The Sheriff and Budget Analyst shall evaluate the budgetary requests submitted by each component and include the desired property/equipment in the annual budget, as appropriate.
- C. The division desiring the items shall facilitate requests for the procurement, requisitioning, and purchase of property. Once an authorized person has signed the purchase request, the request shall be forwarded to the Buyer. (An "authorized person" is the Sheriff, Major, Captain, or First Lieutenant.)

1. If the cost of goods and/or services is less than \$30,000, the Buyer may either issue a purchase order or forward the request to County Purchasing for processing.
  2. If the cost of goods and/or services is more than \$30,000, the Buyer will forward the request to Management Services, Purchasing. At this level, Purchasing will issue an Invitation for Bid (IFB) or Request for Proposal (RFP.) The goods and/or services will be obtained through a formal negotiation process.
  3. All purchases are subject to review by the Sheriff, Chief Deputy, and Budget Analyst to ensure that each purchase is within the agency's budget.
- E. \*\*Immediate purchases of equipment and/or supplies not exceeding \$500.00 may be made under extenuating circumstances. The individual making the purchase request must receive the approval of the affected Division Commander to affect the immediate and/or emergency purchase. The Budget Analyst or Buyer will obtain the necessary authorization from County Purchasing for the purchase. Unique situations and circumstances may result in a variance from this directive. In situations that require immediate/emergency purchases, approval for purchase shall be obtained from the Sheriff or his designee prior to purchase.
- \*\*Anything under \$5000.00, the departmental credit card (P-card) can be used. If the credit card is used by anyone other than the person it was issued to, an authorization slip must be accompanied by the receipt.
- F. Under normal circumstances, property ordered by the Sheriff's Office shall be delivered to the Property Clerk. Should another component accept delivery of the property, the Property Clerk shall be notified as soon as possible to properly record the receipt of said property. Records of all property received by the Sheriff's Office shall be made and maintained by the Property Clerk. Said records shall include full descriptive data on each item to include serial number, model number, county I.D. number, color, manufacturer, etc., and to whom assigned.
- G. In order to maintain accountability and to ensure the proper distribution of property, the Property Clerk shall, at least once annually, inventory all property assigned to and/or under the control of the Sheriff's Office. The results of the inventory shall be checked against Property Unit records, Department of Information Technology records, and the County's Fixed Asset System for accuracy and completeness.
1. Any single piece of equipment or system costing \$5,000 or more is deemed a "capital asset" and is tagged and recorded in the County's

Fixed Asset System. A "capital asset" is property that has been purchased by the agency, not leased, and can include communications equipment, canine dogs, automobiles, motorcycles, vans, photographic equipment, etc. These types of equipment are inspected and inventoried on a monthly basis as described in General Order 205, Inspectional Services.

2. Any computer equipment that is purchased by the County for the Sheriff's Office is tracked and recorded in the County's Department of Information Technology inventory system.
- H. The Property Clerk shall also be responsible for maintaining a supply of operationally-ready Sheriff's Office property to include radar units, weapons, etc. Property shall be thoroughly checked upon receipt and prior to assignment to ensure proper working order. In addition, the Property Clerk shall inspect stored items for care, cleaning, preventative maintenance, repair, workability, and responsiveness. This includes items such as handcuffs, pagers batteries, batons, etc.
- I. At no time shall county-owned or county-stored property be maintained at the same location as evidence, found, recovered, or seized property.