

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: September 25, 2024	<input checked="" type="checkbox"/> Amends - GO 20.1.8 (July 31, 2020)	Number: 20.1.8
Distribution: All Personnel	Review Month: October	Reviewing Authority: CSCD / Judicial Process
Subject: Sheriff's Office Auctions		

This order consists of the following:

1. Purpose
2. Policy
3. Procedures

1. Purpose

The purpose of this policy is to provide direction for all employees in the handling of Sheriff's auctions in order that property is disposed of in accordance with applicable law.

2. Policy

- A. Auctions sponsored by the agency may be held for the following reasons:
 1. Enforceable/Civil sales mandated by Florida Statutes
 2. To dispose of surplus agency property
 3. To dispose of abandoned or unclaimed property
- B. The Division Commander requesting an auction is responsible for submitting a request for approval to the Sheriff listing what merchandise is to be sold, when and where the auction will be held, and for providing sufficient staffing to staff the auction.
- C. Auctions for Enforceable/Civil sales based on served court orders are conducted by the Judicial Process Section. These auctions are mandated by Florida Statutes to satisfy an awarded judgment.
- D. Any method used to dispose of property, must comply with [FS 274](#) and [FS 705](#) and any other applicable Florida Statutes which regulate disposal of abandoned property, surplus property, or property under levy by the Sheriff.

3. Procedures

- A. Participation by Agency Employees
No agency employee shall be permitted to place bids for anything sold by or for the agency. This includes enforceable sales, evidence auctions, fleet auctions and any other auction, or sealed bid process used by the Sheriff.
- B. All monetary proceeds collected from Enforceable/Civil sales auctions will be properly accounted for jointly by the Judicial Process Section and the Fiscal Management Section.
 1. The Judicial Process Section shall collect all proceeds from auctions.

2. The Judicial Process Section shall use agency approved clerking and cashiering practices in collecting and accounting for the auction proceeds.
3. As soon as practical at the conclusion of an auction, the monetary proceeds collected will be reconciled with the auction records by the sales coordinator and a unit supervisor.
 - a. A representative of the Fiscal Management Section shall attend all Enforceable/Civil sales, fleet auctions and other auctions where the monetary proceeds are expected to exceed \$50,000.
 - b. The Fiscal Management Section representative shall assist the Judicial Process Section personnel in the auction reconciliation process.
4. All discrepancies noted during the auction reconciliation process, such as a shortage or overage of monies collected, will be reported immediately to the Judicial Process Section Commander.
5. All monetary auction proceeds will be verified by the Fiscal Management Section prior to the bank deposit.