



REQUISITIONING PROPERTY

✓ new: rescinds: amends:		cross-reference:
		accreditation standards: NYSLEAP Standard(s): 6.1
effective date: May, 2020	amend date:	

I. PURPOSE

To establish within the Tompkins County Sheriff's Office a policy regarding the requisition, receipt, inventory and control of office property.

II. POLICY

All property and equipment purchases shall be made in accordance with office and county purchasing policies as outlined in this General Order and in Section 06 of the Tompkins County Administrative Policy Manual.

III. PROCEDURES

A. All requests for the purchase of any property to include supplies are to be approved by a Lieutenant, Jail Administrator, The Undersheriff, or Sheriff.

1. Requisitions (purchase requests) must be approved by the Sheriff or designee and Executive Assistant to the Sheriff.

B. When purchases are received, it shall be the responsibility of the receiving member to sign for the receipt of the property and forward any associated paperwork to the Executive Assistant to the Sheriff.

1. This signed receipt serves as authorization for payment of the bill.

2. The Executive Assistant to the Sheriff has the responsibility to submit all documents to Tompkins County Finance so that bills incurred can be paid in a timely fashion.

C. The Lieutenant or Jail Administrator purchasing equipment or supplies will have the responsibility for disbursement of such property in coordination with the Executive Assistant to the Sheriff.

D. All equipment will be purchased in accordance to the Procurement Policy as outlined in Policy 06-07 of the Tompkins County Administrative Manual.

- E. Any request to borrow Sheriff's Office property must be approved by the Sheriff, Undersheriff, Jail Administrator, or a Lieutenant.
- F. The Jail Administrator, Lieutenants and Sergeants will be responsible for the management and accountability of all office-owned property.
- G. All lost, stolen or damaged office property will be immediately reported to a Sergeant who will then notify the Jail Administrator or Lieutenant. A County Incident report will be completed and forwarded through the chain of command. The Executive Assistant to the Sheriff will be responsible for filing the report with the Risk Manager at Tompkins County Administration.
- H. Sheriff's Office assets may only be disposed of in accordance with Tompkins County policy and procedure.
- I. The Sheriff's Office maintains a Quartermaster system under which personnel are issued certain equipment by contract and have an annual clothing allotment. A member designated as the office Quartermaster will have the responsibility to order and supply initial issue equipment, process uniform clothing and accessory orders, and to maintain the annual balances of member's accounts. This member will have the authority to place orders for contractual items without the need for further approval.

Attachments:

- A. [Tompkins County Administrative Policy Manual Section 06: Purchasing and Fixed Assets](#)

By Order Of



Derek Osborne
Sheriff