



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER AGENCY PROPERTY CONTROL



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**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS
DISTRIBUTION – ALL DEPUTY SHERIFFS
& OFFICE PERSONNEL**

PURPOSE: The purpose of this General Order is to establish guidelines and procedures for the requisitioning, control, use and disposition of property owned by the County of Orange and in the custody of the Orange County Sheriff’s Office.

I. CERTAIN PROVISIONS AS APPLIED TO AGENCY PROPERTY ARE AS FOLLOWS:

- A. **GENERAL.** The Sheriff is directly responsible and accountable for property owned by the County of Orange and in the custody of the Sheriff’s Office. The Sheriff may designate an employee or employee(s) to issue property to other employees of the Sheriff’s Office. Any employee who is issued property may be required to sign a receipt for such property, and will be accountable for its location and condition.
- B. **ASSIGNMENT.** Furniture and other equipment registered to the Sheriff’s Office has been inventoried and assigned according to the Division or unit. Removal of such equipment for any reason must be with the authorization of the Division Commander. This includes equipment such as ,computers, laptop computers, desks, etc. Division or Unit supervisors shall be responsible for equipment and supplies assigned to their respective Division or unit.

II. REPLACEMENT.

- A. Replacement of Sheriff’s Office equipment will be made through proper authority on an as needed or authorized basis. All requisitions for new and/or replacement equipment must be directed through the Division or unit commander who will forward the request to a Command Staff member. Such request, if approved shall then be sent to the Budget Office.
- B. All major budgeted items such as vehicles must be approved by the Sheriff. Payment for purchased items must be made by County Voucher or Purchase Order subject to the rules and regulations of County of Orange.

- C. The completion of a PURCHASE REQUEST FORM, (*FORM GEN-55B*), and/or REQUISITION DOCUMENT, (*FORM GEN-55*), may be required. The proper form must be submitted to the Budget Office when there is a request for a purchase. The requestor must have his or her immediate supervisor and the Chief Deputy Sheriff, Undersheriff, or Sheriff sign this form, authorizing the purchase before the form is submitted.
- D. The PURCHASE REQUEST FORM or REQUISITION DOCUMENT must include the price of the item, a thorough description of the item, a catalog number and any copies from catalogs, etc., along with the request.

III. REQUISITIONS FOR EQUIPMENT, UNIFORMS AND OFFICE SUPPLIES.

- A. All requisitions for uniform equipment and uniform clothing items will be shipped to the Quartermaster.
- B. All specialty equipment or security sensitive items will be shipped to the Commissioned Officer designated in charge of that unit.
- C. All requisitions for office supplies and/or other items will be shipped to the supervisor of the unit receiving such supplies. General supplies for the operation of the physical plant will continue to be shipped to the warehouse supervisor. Upon receipt, the Quartermaster, Commissioned Officer or supervisor will ensure that the items are properly inventoried and dispensed in compliance with any Sheriff's Office or County policy.
- D. Requests for equipment purchases and training must be authorized by the Undersheriff.

IV. UNIFORMS & EQUIPMENT.

- A. The Quartermaster is responsible for the issuance of uniforms to all sworn employees.
- B. The Quartermaster shall be responsible for all uniform apparel, accessories and police equipment supplies.
- C. The Quartermaster shall maintain a file and inventory of all equipment that has been issued to a sworn employee.
- D. An inventory of the Quartermaster's supply room shall be conducted at least once a year.

V. EQUIPMENT AND SUPPLIES

- A. Equipment for Sheriff's vehicles such as flares, blankets, or other equipment will be obtained through the commander of the Road Division.
- B. All requisition forms for Orange County Sheriff's Office equipment and supplies must be processed through the Budget Office for proper accounting and coding after approval by authorized Command Staff members.
 - 1. The completion of a PURCHASE REQUEST FORM, (*FORM GEN-55B*) and/or REQUISITION DOCUMENT, (*FORM GEN-55*), may be required.
 - 2. Items purchased on an emergency basis and limited to fifty (\$50.00) dollars through vendors with an agreement with the County of Orange must be authorized by a member of the Command Staff.

VI. AMMUNITION. Orange County Sheriff's Office weapons, personal firearms, will be issued/approved through the Armorer, who will keep an accounting of each weapon and condition.

- A. Specialized weapons will be properly secured in the armory when not in use.
- B. Except as provided herein, no specialized weapons will be issued without the authorization of the Sheriff or Undersheriff and then only to those trained in their use.
- C. Orange County Sheriff's Office ammunition will be ordered and issued by the Armorer.

VII. INVENTORY CONTROL. Inventory control is essential to stabilize the flow and movement of office furniture and equipment in order to maintain a current check on its immediate whereabouts.

- A. The furniture and other equipment assigned to the Orange County Sheriff's Office and labeled by County Property tags have been registered on the inventory by assignment to a particular room or location maintained by the Orange County Sheriff's Office.
- B. In order that this property may be located for future needs and to maintain accountability it should remain in the assigned location.
- C. A physical inventory of County Tag listed property shall be conducted once per year and the results of the inventory forwarded to the Sheriff in writing.
- D. Property tags shall be affixed to property valued over five hundred (\$500.00) dollars and be on inventory list. Property tags will not be affixed to motor vehicles. All property valued in the amount of five hundred (\$500.00) dollars or more and assigned to the Sheriff's Office shall be contained on the Inventory

List. Property in the possession of the Sheriff's Office but assigned to another County department or agency shall not be contained on the Inventory List, provided such property appears on the Inventory List for the respective department.

- E. Property having a value of less than five hundred (\$500.00) dollars shall be considered a fixed asset and shall not be required to have a County Property tag affixed. This property shall be inventoried also.
- F. Division and unit supervisors shall be responsible for equipment and supplies assigned or issued to their respective units and shall maintain an inventory including quantity and location of said equipment.
- G. Unit supervisors shall be responsible to create an Inventory Control Report and forward said report to the Chief Deputy Sheriff.

VIII. INVENTORY & INSPECTIONS – OPERATIONAL READINESS.

- A. Every year an assigned member of the Office will conduct an inventory of agency property along with an inspection of such property.
- B. Property will be listed and inspected for operational readiness. The Unit Supervisor (prompted by Accreditation Team members) will ensure that equipment is inspected at regular intervals.
- C. If equipment is broken or obsolete arrangements shall be made for its repair or appropriate disposal. Equipment should be inspected for care, cleaning, maintenance, workability and responsiveness.
- D. Inventory of equipment assigned to agency divisions shall be posted on the P:/Drive Folder entitled 3110.

VIII. REMOVAL. All property that is tagged and located in a facility maintained by the Sheriff's Office, will remain where assigned unless approved by a Command Staff employee in writing and notice sent to the Budget Office after approval.

- A. Any property removed from an Orange County Sheriff's Office facility must be approved by the Sheriff.
- B. In the event that an item of property is needed for an emergency or temporary use in another location, it may be removed only after notification of the Command Staff employee assigned to oversee the particular division or unit, or higher ranking authority. After return, the approving Command Staff employee will be notified on such return.

IX. PROPERTY DISPOSAL.

- A. It is the policy of the Sheriff's Office that all property owned by the County of Orange and in the custody of the Orange County Sheriff's Office will be disposed of pursuant to law and other applicable regulations. These laws and

regulations shall be in accordance with applicable procedures, municipal and office inventory and property control procedures, as well as all applicable federal, state, and local laws and environmental regulations, when it is determined that such property is no longer needed or suitable for law enforcement use.

- B The Sheriff is directly responsible and accountable for the disposition of property owned by the County of Orange and in the custody of the Orange County Sheriff's Office.
 - 1. All property will be disposed of in accordance with applicable laws, regulations, policies and practices of the County of Orange.
 - 2. The Sheriff may designate an employee or employees to facilitate the disposal of property when it is determined that such property is no longer needed or suitable for law enforcement use.
 - 3. The Sheriff or his designee will maintain a written record of the disposition of all property owned by the County of Orange and in the custody of the Sheriff's Office. This record will be retained in accordance with applicable federal, state and local laws.

X. SURVEY AND DISPOSAL. The procedure outlined below must be followed in the event an item of property is no longer usable and needs replacement:

- A. Submit a memorandum to the Sheriff, through the chain of command, indicating the condition of the property to be surveyed and the reason for its replacement.
- B. After the property has been inspected by the Chief Deputy Sheriff or his designee and determined to be unusable, it will be disposed of in accordance with all legal and authorized procedures.
 - 1. The Budget Office shall make the proper arrangements for the disposal of the item(s), removal from any inventory or fixed asset listing, and its replacement.

XI. INTERACTION WITH THE FISCAL STAFF.

- A. Employees should not interact with the fiscal staff in order to complete paperwork. All fiscal paperwork will be submitted through channels and employees will refrain from telephoning or going to the office of fiscal personnel. Employees will inquire within their chain of command to determine how to complete required paperwork for requisitions, vouchers or other forms. Only unit supervisors and commissioned officers may make inquiries to fiscal staff concerning the status of filed paperwork.

REFERENCE ACCREDITATION STANDARD:
NYS LEAP - 6.1 CALEA – 17.5.2