
TRACKING EQUIPMENT

Policy #804-R01 (04/27/07)

Applies to all staff.

1. Staff Members Will Track Equipment Issued to Individuals in the Centralized Tracking System.

- All uniforms, equipment, weapons, keys or items that are issued to staff members will be entered into the electronic equipment tracking system. These items are owned by the Sheriff's Office and must be returned upon separation of the employee from the agency.
- Each division that issues items to staff members will designate staff to issue and return items to the proper inventory location.
- Assigned staff will make entries in the central electronic tracking system throughout the year for each transaction that involves a returned item, item sent out for maintenance, newly issued items, and items turned in.
- Employees will perform a written audit of all items issued to them during the annual performance evaluation process. Requests to update the system will be circulated to the work group that issued the item for verification and timely data entry.
- Division commanders and managers will ensure that a complete written inventory is performed at least once annually by all work groups who store items in inventory. Division commanders may require audits, inspections and inventories more frequently for items based on the division's need to track high liability items, expensive items, or other business needs.
- Upon approval by the division commander, all inventory and inspection reports will be submitted to the Undersheriff for approval. Audit reports need only be approved by the division commander.
- All audit, inventory, and inspection records will be maintained by the CALEA manager to ensure compliance with accreditation reporting. The records will then be forwarded to the Professional Standards Unit for long-term storage.

2. Team Leaders and Supervisors Will Track Equipment Assigned to Teams in the Centralized Equipment Tracking System.

- The supervisor or team leader that receives equipment and firearms for use by special team members will be accountable for those items.
- Items will be entered in the central equipment tracking database as being assigned to the team or to a specific location (room, locker, or vehicle, etc.)
- Assigned staff will make entries in the central electronic tracking system throughout the year for each transaction that involves a newly received, sent for maintenance, replaced, individually assigned, or returned item.
- Division commanders and managers will ensure that a complete written inventory is performed at least once annually by the leader or supervisor of each special team, or more often as determined by the division commander.
- Upon approval by the division commander, all inventory and inspection reports will be submitted to the Undersheriff for approval. Audit reports need only be approved by the division commander.

Supersedes: DO 2004-10, DO 2004-15, PDO 2005-05, E-8-8

Person responsible for updates: Undersheriff

CALEA: 16.3.4, 17.5.1, 17.5.3, 26.1.1, 41.1.4, 43.1.4, 46.1.6, 46.2.3

- All audit, inventory, and inspection records will be maintained by the CALEA manager to ensure compliance with accreditation reporting. The records will then be forwarded to the Professional Standards Unit for long-term storage.

3. Appointed Division Personnel Will Track Equipment Available for Daily Checkout.

- Some divisions have items available for checkout on a daily basis. Because these items are often limited in number, it is important that they be returned for use by other members. These items will be checked out in writing pursuant to division procedures.
- Division commanders will designate specific personnel to monitor the intake and removal of items from these areas, to include an audit at least every two weeks.
- Staff members will only checkout equipment they are authorized to use (i.e. surveillance equipment, ERIM, vehicles, radar, lidar, AED, or other undercover or law enforcement sensitive items).
- Command inspections shall be performed at least quarterly to confirm the accuracy of these tracking systems. All inspections shall be documented to include recommendations for improving the systems.
- Upon approval by the division commander, all inventory and inspection reports will be submitted to the Undersheriff for approval. Audit reports need only be approved by the division commander.
- All audit, inventory, and inspection records will be maintained by the CALEA manager to ensure compliance with accreditation reporting. The records will then be forwarded to the Professional Standards Unit for long-term storage.

4. Supervisors Will Inventory Items Returned by Departing Employees.

Departing employees and supervisors will ensure that all items owned by the Sheriff's Office are returned by printing the member's list of issued equipment and manually checking off the items produced. The employee and the supervisor will sign the final inventory of items. Any missing items will promptly be brought to the attention of the division commander for assessment. The signed copy of the member's list will be maintained with personnel records.