

# Property Management

**Index Code:** 1201

**Effective Date:** 06/22/16 (Revised 6/16/2020)

## **I. Purpose**

The purpose of this policy is to establish property management guidelines for the Queen Anne's County Office of the Sheriff.

## **II. Policy**

It is the policy of the Queen Anne's County Office of the Sheriff to provide and maintain accountability, control, and safe storage of all property and evidence that it utilizes, recovers, or is being held.

## **III. Department Owned Property**

### **A. Quartermaster**

The Quartermaster is responsible for the procurement, control, distribution, issuance, and maintenance in a state of operational readiness all property owned or utilized by the Office of the Sheriff. The Quartermaster is under the supervision of the Administrative Services Commander who will establish standard operating procedures to ensure this function is carried out. The Quartermaster is not responsible for the procurement of the following items:

#### **1. Vehicles**

The Sheriff, Chief Deputy, and Fleet Manager are responsible for the procurement of vehicles owned, rented, leased, or utilized by the Office of the Sheriff. This includes any auxiliary equipment associated with the vehicles such as light bars, sirens, etc. The Quartermaster may assist with this section at the discretion of the Sheriff, Chief Deputy or Fleet Manager.

#### **2. Fixed Assets**

The Sheriff, Chief Deputy, and Administrative Services Commander are responsible for the procurement of fixed assets for the Office of the Sheriff. Fixed assets are defined as any property used for the operation of the Office of the Sheriff, which will not be consumed or converted, and has an economic life of more than one year (e.g. machinery, office equipment, etc.). The Quartermaster may assist with this function at the

discretion of the Sheriff, Chief Deputy or Administrative Commander.

## **3. Communications Equipment**

The Director of the County Information Technology or the Emergency Services departments or their designees are responsible for the procurement, distribution, and maintenance of all communications equipment utilized by the Office of the Sheriff. The Sheriff and Chief Deputy may purchase necessary communications equipment following consultation with either or both of the above officials.

## **B. Inventory and Control**

The Quartermaster is responsible for maintaining up-to-date inventory records of all property owned or utilized by the Office of the Sheriff.

## **IV. Evidence and Recovered Property**

The accountability, control, and safe storage of evidence and recovered property are the responsibility of the Commander of the Support Services Division who will designate and oversee an employee as the Evidence Manager as well as a supervisor for that person.

The Commander of the Support Services Division will establish standard operating procedures to ensure that this function is properly carried out.

## **V. Property Control Procedures**

Only authorized personnel may have access to areas used by the Office of the Sheriff to store evidence and recovered property. The Support Services Commander will ensure that access to property storage areas is restricted, and establish procedures to meet the following requirements:

### **A. Secure Storage**

All property is to be stored in a safe and secure manner in designated storage facilities.

### **B. Added Protection**

Items of property requiring added protection, such as money, precious metals, jewelry, weapons, and controlled dangerous substances, must be stored in an area protected by video surveillance and an alarm system, with keys and alarm codes restricted to designated persons.

**C. Refrigerated Storage**

Refrigerated storage will be made available for perishable items, which will be maintained in the same manner as described above.

**D. Temporary Storage**

When access to the normal storage areas is not available, evidence and recovered property will be temporarily stored in lockers located in the Evidence Processing Area. The Commander of the Support Services unit, or his designee usually the Evidence Manager, will maintain the lockers and remove the property for proper storage as soon as possible.

**E. Disposition of Property**

Final disposition of found, recovered, and evidentiary property will be accomplished within one year after all legal requirements have been satisfied.

**F. Records**

Records will reflect the status of all property held by the Office of the Sheriff, to include the location of the property, date and time when the property was received or released, character, type, and amount of property on hand, chain of custody from the time the property was stored until its destruction or other final disposition, and date and results of all inspections and inventories of property and audits of records.

**VI. Property Inspections**

**A. Quarterly Inspection of Property Rooms**

At least quarterly, the Support Services Commander and the Administrative Services Commander or their designees will conduct an inspection of their respective property storage rooms and facilities. The purpose of the inspection is to ensure that they are being kept in a clean and orderly manner, that written directives pertaining to property management are being followed, that property is being protected from damage, deterioration, and theft, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly. Such inspections will be noted in the storage facility logbook.

**B. Inventory on Change of Evidence Manager or Quartermaster**

For the purpose of this directive, "Evidence Manager" means the person assigned to primarily manage evidence held by the Office of the Sheriff.

For the purpose of this directive, the Quartermaster means the person assigned to manage property owned by the Office of the Sheriff. This excludes vehicles, fixed assets and

communications equipment.

Whenever a new Evidence Manager or Quartermaster is appointed, the newly designated custodian, the unit Commander or their designee and the outgoing custodian, if available, will jointly conduct an inventory of property under their respective control. The purpose of the inventory is to ensure the continuity of custody, but not necessarily require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. During the joint inventory a sufficient number of property records should be reviewed carefully with respect to proper documentation and accountability. The person assuming custody of the property should ensure that all records are current and properly annotated. The newly appointed custodian should record all discrepancies prior to the assumption of property accountability.

The Sheriff's designee will be the coordinator of the DLA\* (Defense Logistics Agency) equipment program. The agency coordinator is responsible for the procurement, control and distribution, issuance, maintenance, delegation and inspection of all property owned by the Defense Logistics Agency. This inspection will be annual as directed by the DLA. Upon the annual inspection, the coordinator will immediately submit a brief email to the Sheriff, Major and Captain on the accuracy and findings of the inspection. If equipment is lost or stolen and cannot be accounted, for immediate notification will be made to the DLA state/federal partner for resolution. Should any equipment not be functioning, usable or necessary, it will be immediately returned and removed from the inventory with documentation to the DLA program. \* DLA replaces the DRMO program acronym.

**C. Annual Inspection**

The Chief Deputy, or his designee, will conduct an annual inspection of all property held by the Office of the Sheriff. The purpose of the inspection is to ensure the integrity of the system, and does not require an accounting for every item of property in storage. The results of the annual inspection will be submitted to the Sheriff, in writing, within 30 days of the inspection.

**VII. CALEA References:** 17.5.3

**VIII. Proponent Unit:** Support Services

**IX. Cancellation:** Index Code 1201 dated 8/9/16

  
Sheriff Gary Hoffmann