

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.