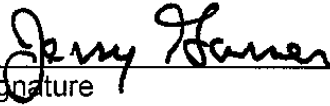


General Order 240.00

Reviewed: 12/14

240.00 PROPERTY MANAGEMENT RESPONSIBILITIES

- Responsibilities concerning agency-owned property:
 - The Administrative Specialist of the Property/Fiscal Management Unit shall be responsible for the management of stored departmentally-owned property after acquisition and prior to issuance; and shall ensure said property is maintained in a proper state of operational readiness.
 - The Administrative Specialist of the Property/Fiscal Management Unit will be responsible for the distribution and issuance of agency-owned property to authorized users.
 - The Property/Fiscal Management Unit will ensure the accountability for agency-owned property via issuance, inspection, and inventory procedures.
 - Agency-owned property stored by the Property/Fiscal Management Unit shall be kept in secured areas. Access to these areas will be extended only to authorized personnel. Access must be approved by the Support
 - Services Division Commander or the Operations Division Commander.

GO 240.00 PROPERTY MANAGEMENT RESPONSIBILITIES	Reviewed: 12/14
Authorized by Jerry Garner, Police Chief Effective Date: December <u>5</u> , 2014	
 Signature	Date: <u>12-5-2014</u>