

## 2-07/070.65 - Central Supply and Logistics

The Central Supply and Logistics Section serves as the major commodity and law enforcement equipment distribution center for the Department. The primary functions of this section include the following:

- maintaining stock inventory at predetermined levels and initiating replenishment orders when necessary;
- picking up and accepting delivery of supplies from outside vendors;
- providing items for pickup by, or delivery to, Department units;
- conducting yearly inventory of all warehouse stock items;
- accounting for and issuing uniform and safety equipment items, or related authorization vouchers, to members of the Department in accordance with the Los Angeles County Code, applicable Memoranda of Understanding and directives of the Sheriff;
- advising the Department Uniform and Safety Equipment Committee on matters pertaining to uniforms and safety equipment; and
- reissuing or recycling surplus items within the Department, or ensuring their appropriate disposal or sale.

### Inventory Control

This subsection of Central Supply and Logistics maintains the records of the Department's fixed assets. The primary functions include the following:

- inputting data into the Department's Fixed Assets System II (FAS II) regarding fixed assets purchased, moved, lost, destroyed, misplaced by a unit or transferred to salvage'
  - reconciling the status of the Department's fixed assets with the Auditor's 'Controller's Annual Inventory Listing'
  - checking and assigning property numbers to newly acquired fixed assets'
  - conducting, or assisting units with, physical inventories and verifying Department records; and
  - acting as liaison between the Sheriff's Department and Internal Services Department (ISD) regarding the acquisition or disposal of fixed assets.
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