3-01/040.20 - Return of County Property

When any member resigns or transfers to another county department, the provisions outlined in the Personnel chapter shall be observed. Members retiring from county service shall follow the provisions outlined in that chapter in respect to the return of county property.

When a sworn member (regular or reserve) is separated from the Department for any reason or is placed on suspension, county property in his possession shall be handled as follows:

- Return county issued weapon and handcuffs to the Logistics Section, Fiscal Administration, and obtain a receipt;
- Return uniform badge, flat badge, cap piece, and identification cards to Personnel Administration and obtain a receipt; and
- Sworn members shall also observe the provisions of the Uniform and Equipment chapter in respect to stolen, lost, or damaged uniform and equipment items.

  NOTE: Any unit that places a member on suspension shall immediately retrieve the county weapon, handcuffs, and identification items from the member. The unit may store the retrieved items at the unit providing it has a safe place to do so. If the unit does not have a safe place to store the items, the retrieved items shall be immediately returned to the Logistics Section or Personnel Administration, as indicated.