Excess Federal Property

PURPOSE

The purpose of this directive is to ensure all personnel are performing the following anytime items are received from the Federal Excess Property Unit: inspect, inventory and record items as they are received.

SCOPE

This order shall apply to all station personnel assigned to Marina del Rey Station.

ORDER

Anytime items are received from the Federal Excess Property Unit

they shall be inspected, inventoried and recorded as being received. The date received, signature and employee number of who received these items shall be recorded on the inventory control sheet. Copies of the inventory control sheet shall be forwarded to the Unit Commander for accounting and distribution.

All Federal Excess Property is now considered “County Property” and all issuing and accounting polices and procedures shall be followed per the Manual of Policy and Procedures.

The Federal Excess Property shall be stored in a secured location. Only persons authorized by the Unit Commander may access this secured location.

The Unit Commander and/or the designate are the only ones authorized to remove, issue, assign, give out, transfer or entrust Federal Excess Property to another.

Personnel issued any Federal Excess Property are responsible for their care and maintenance.

Federal Excess Property shall be returned to the Unit Commander and/or his designee, when personnel are transferred to another unit, suspended from duty, retired or resigned. The Property and Evidence Unit may be consulted as to the disposition of certain consumable property items.