

## 3-3 Issuance of Office Supplies

### MAJOR CRIMES BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **3-3**

Subject: **ISSUANCE OF OFFICE SUPPLIES**

Effective Date:	12-2007	Last Date Revised:	11-13-2015
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

### PURPOSE

The purpose of this order is to provide guidance for the issuance and maintenance of office supplies by the Operations Staff. These guidelines are intended to ensure that an adequate quantities of supplies are ordered and kept on hand for use by Bureau personnel.

### GUIDELINES

When requesting supplies, these guidelines will be followed.

### ROUTINE SUPPLIES

Contact an Operations staff member with your list of supplies needed. The Operations staff member, time permitting will:

1. Get the supply room key, accompany the employee to supply room, and ensure that the employee completes the "Supply Log Sign-Out Sheet." This log is necessary to track the quantity of supplies used and to establish what needs to be kept on hand.
2. If our supply is low on an item issued, the Operations staff member will alert the Procurement OAll by email to ensure that the item is ordered for stock replacement.
3. If an Operations staff member is not available to immediately fill an order and it is not a "rush" item, the

employee's list of needed supplies will be filled at a later time the same day. Once the order has been filled, the employee will be notified to come pick up their supplies.

### **SPECIAL PROJECT OR LARGE OPERATION**

If a project is going to require either a large quantity of an item, or a special order, please ensure that as much advance notice as possible is given. Oftentimes when large search warrant operations are planned, no one takes into consideration the extra quantity of supplies needed.

### **SPECIAL ORDER**

If an employee is in need of an item that is not normally stocked (i.e., colored paper, specific batteries, etc.), the employee will submit a written request to the Procurement OAll for the item indicating need. The Procurement OAll will then seek approval to purchase the item.

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