

Unit Order: 2020-01 ANNUAL TOOL INVENTORY

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures to ensure that all employee assigned tools are inventoried on an annual basis.

SCOPE OF ORDER:

This order shall apply to all Facilities Services Bureau (FSB) personnel that are assigned tools by the Los Angeles County Sheriff's Department to perform their daily duties. This annual inventory audit shall be completed prior to the employee's annual performance evaluation due date to ensure documentation of the inventory is reflected in the employee's evaluation.

ORDER:

Each employee is responsible for maintaining possession and security of their assigned tools. All tools assigned to an individual will be assigned through the FSB warehouse and documented in MAXIMO. The employee can retrieve a copy of their tool inventory list through MAXIMO.

Each employee that is assigned tools shall have an annual tool inventory audit completed prior to their annual performance evaluation due date. The FSB warehouse will notify the individual and the supervisor of the date and time of their scheduled annual tool inventory audit. In the event that an employee is unable to complete the inventory on the assigned date, the employee shall be responsible for rescheduling with the FSB warehouse.

If any tools are found to be lost or stolen, it is the responsibility of the employee to notify their immediate supervisor. The employee shall file a Lost/Stolen County Property Report with a local police station. The employee shall complete and submit a memorandum from the employee addressed to the FSB Director explaining how the tool was misplaced, lost, etc.

SUPERVISOR AND MANAGER:

All supervisors are responsible for ensuring that their assigned employees have completed an annual tool inventory audit prior to their evaluation due date.

Supervisors are responsible for ensuring that the results of the inventory are documented in the employee's annual performance evaluation prior to submitting it to the manager for review.

If a lost or stolen report has been completed, it is the manager's responsibility to ensure a memorandum from the employee addressed to the FSB Director is provided for proper disposition. All pertinent information is required for the FSB Director to make a determination if the employee should be held financially responsible and/or if discipline is warranted for the loss of the Lost/Stolen tools.
