

## **Unit Order: 2020-01 EMPLOYEE TOOL INVENTORY AUDIT**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that all employee County issued tools are inventoried on an annual basis, and as needed.

### **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. An annual inventory audit shall be completed prior to an employee's annual performance evaluation due date to ensure documentation of the inventory is reflected in the employee's evaluation and as needed due to security reasons, retirement, employee transfers and relocation.

### **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's supervisor shall be responsible for rescheduling with the FSB warehouse and ensuring the employee is notified of the reschedule date.

Additional tool inventory audits may be initiated and conducted at anytime during a rating period as needed and will be scheduled at the discretion of the supervisor or management.

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 contacting the FSB warehouse to request a tool inventory be performed when any of the following occurs:

- Prior to an approved line staff employee assignment change (transfer) to an alternate work location, or geographic region.
- Upon notification of a pending employee retirement, a tool inventory shall be completed no less than 30 days in advance of the effective retirement date.
- An employee reports to a supervisor an assigned tool cannot be located, or suspects the tool has been stolen/lost.

Facilities Services Bureau- Unit Orders : Unit Order: 2020-01 EMPLOYEE TOOL INVENTORY  
AUDIT

---

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.

### **SHOP TOOL INVENTORIES**

Supervisors are ultimately responsible for the location and tracking of all designated shop tools for their individual craft(s) at their assigned work location(s). All shop tools will be assigned to the supervisor through the FSB Warehouse and documented in Maximo. A current shop tool inventory list shall be maintained by the supervisor at all times.

A shop tool inventory audit shall be conducted when any of the following situations occur:

- When an annual Performance Evaluation for the assigned supervisor to which shop tools are assigned is due.
  - Prior to supervisor re-assignment to an alternate work location, geographic region or unit. Upon completion of the shop tool inventory audit, tools will be transferred from the outgoing supervisor, to the incoming supervisor on the effective date of the transfer and documented in Maximo.
-