

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

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Number of Pages 2

SECTION 24.0 COUNTY PROPERTY

POLICY

Use of County Property

Use all County property carefully and properly. Remember, your taxes help pay for all the equipment you use—whether it is a pencil or a car. Using County property or funds for personal gain is a violation of criminal law and may result in a disciplinary action or dismissal. This includes, but is not limited to, using telephones, equipment, copiers, fax machines, computers and email. Employees are to keep all property clean and in working order.

While personal telephone calls are occasionally necessary, they are to be limited.

Disposal of County Property

All disposal of County property will to perform in the approved manner of the Sheriff. No employee may sell, trade, release, or dispose of any County property of value without the approval the Sheriff.

Purchase of County Property

Employee may not purchase or make any agreements on behalf of the County unless done so with approval of the Sheriff.

Damaged or Inoperable Property

Employees are to report any property that has been damaged or is inoperable to the Sheriff as soon as possible. Any equipment that is unsafe shall be taken out of service.

County Property

All property owned by the County or property under the control of the County is included.

The Kingman County Sheriff's Office views that all information (in any media form), reports, statements, photographs, items seized, or evidence received during an employee's duties or under the color of that employee's employment are property of the Kingman County Sheriff's Office. This includes information that was recorded on personal equipment, such as cell phones or personal camera but not limited to only those items.

Off-duty conduct may also be covered if official status is asserted or perceived in some manner.

All information shall be kept confidential. All information, records and reports, will not be disseminated outside of the Sheriff's Office unless the dissemination is done within the guidelines of the Sheriff's Office and the Public Access Section 22.0 (Open Records Act), Public Information Section 22.1, and State and Federal Laws.

Personal Property

Personal property may not be used on duty or in the course of employment unless it has been approved by the Sheriff.