

9.1 Quartermaster & Other Property Custodians

The Office will procure equipment necessary for the performance and accomplishment of employee duties.

9.1.1 Quartermaster

The Sheriff shall designate a Quartermaster to coordinate the handling of uniforms and associated equipment for sworn employees. The Quartermaster is responsible for or similarly involved in the selection, procurement, distribution, maintenance, and inventory of items under his/her control. The Quartermaster will also ensure that a record system will be kept of all equipment transfers to insure accountability. The specific procedures governing the requisition and purchase of agency equipment and supplies will be in compliance with those of the Anne Arundel County Office of Budget.

9.1.2 Property Custodians

The Sheriff may delegate the custodial responsibilities of certain specialized material resources to an employee other than the Quartermaster (e.g., radios, pagers, vehicles, ammunition and firearms, furniture, training equipment, computers, or stationery). In such situations, the designated *property custodian* for such items incurs the same administrative responsibilities and authority as the Quartermaster.

9.1.3 Equipment & Uniform Issuance

Personnel will be issued equipment and uniforms as specified in negotiated union contract, or as otherwise becomes available or is deemed necessary for job performance.

9.1.4 Equipment & Uniform Replacement

Any equipment that is lost, stolen, or damaged due to negligence will be replaced at the responsible employee's expense. An employee will be given two weeks from the date of loss to attempt recovery of any lost or stolen item. If unable to recover the item, the employee shall pay the replacement price of the same item, or its equivalent if the same item is no longer available. Bureau commanders will

ensure that an N.C.I.C entry is initiated on any lost or stolen serialized equipment (e.g., badge) and that an *incident report* has been completed to document the loss or theft.

An employee desiring replacement equipment or uniforms will express such an interest via the chain-of-command to the Quartermaster or the appropriate property custodian. When replacing defective or worn items, a like item must be exchanged to receive a replacement. All transfers or reassignments of issued equipment must be done in person. Property that is no longer needed or operable will be turned in to the quartermaster or appropriate property custodian for reissue, refurbishing, or transfer out of the Office inventory. Individual items with a purchase value in excess of \$10.00 will not be discarded by any employee without the express authorization of the property custodian.

9.1.5 Employee Responsibility

Employees will wear and/or carry all issued equipment necessary to perform their assigned duties. Employees will be held strictly accountable for the proper care, custody, use, and maintenance of all items issued to them or otherwise under their immediate control. Title to all equipment shall be vested in the County.

All issued equipment must be kept in good working condition in a manner ready for service and readily available for inspection. Employees will promptly report any damage, wear, or defect which renders any item unserviceable to their immediate supervisor and the appropriate property custodian. At the time of retirement, termination, dismissal, or similar personnel action employees will turn in all issued equipment to the appropriate issuing authority.

Employees are not to leave equipment issued to them unattended at any time in a negligent manner. Negligence shall be determined by the Sheriff and will constitute *neglect of duty*. Equipment issued to employees is not to be loaned to anyone other than another employee of this Office. Only the appropriate property custodian may reassign, transfer, or otherwise physically move agency issued property. All special equipment issued on a temporary basis will be turned in upon completion of the assignment.

9.1.6 Return of Issued Property upon Leaving County Employment

When a letter of resignation or notification of retirement is received in Admin, the following will occur: The Human Resource (HR) Coordinator will immediately notify the following personnel to provide a list of all issued property to the HR Coordinator:

- **Quartermaster** (uniforms, badges, insignia)
- **Training/Fleet/Firearms Coordinator** (MPCTC card, training manuals, vehicle & associated equipment, weapon(s) & weapon case/bag)
- **Communications Coordinator** (issued phone & charger, radio & charger, communications equipment)
- **Security Bureau Commander** (Security keys, ID card, proximity card, SOP)
- **Operations Bureau Commander** (OPS keys, SOP)
- **Administrative Secretary/Budget Administrator** (parking card, General Orders manual, credit card, Admin keys)

The HR Coordinator will initiate a memo from the Chief Deputy to the resigning/retiring employee along with the list of property to be returned (provided by the above personnel) and an Exit Interview Form. The memo will give the employee a reporting date, which is to be one week prior to their last day of employment, and the times to report to the Quartermaster, the Fleet Coordinator, and to Admin (according to the items noted on the issued property list). If they have no vehicle, they do not need to report to the Fleet Coordinator. The memo will state, "the cost of any issued items not turned in by your last day of employment may be deducted from your final paycheck in accordance with §1-104(8) of the Anne Arundel County Code," per section D-2 of the Employee Relations Manual.

A resigning/retiring employee will report on that date wearing appropriate civilian business attire. A uniformed employee will wear civilian attire during their last week on duty, since their uniforms and MPCTC card will have been returned, so they can perform non-law enforcement duties during that time. The resigning/retiring employee is to take a paper parking ticket at the garage on that date and for the rest of their final week since they will be turning in their parking card. They will return their keys, proximity card & ID card to the HR Coordinator or Administrative Secretary on their last day of work.

The HR Coordinator will maintain the Hire/Exit form in Admin. On the reporting date when the employee is to return equipment, the HR Coordinator will give the form to the Quartermaster. The Quartermaster will return the form to the HR Coordinator or the Administrative Secretary after completing the check-off in the Quartermaster room and prior to the employee's reporting time to Admin on that same date.

At the appropriate times, the HR Coordinator will forward the employee's letter of resignation/retirement, a PAA, a completed "Recovery of County Assets" form, and the completed Exit Interview form to the Office Personnel as needed.