

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 02.06 DATE: March 3, 2023 SUBJECT: Fiscal Management TITLE: Supply Inventory Management FOR PUBLIC RELEASE: Yes
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- I. Reference: Operative IQ User’s Guide
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for maintaining an accounting of the storage and issuance of all materials and supplies purchased and inventoried within the AACDDF.
- IV. Policy: It shall be the policy of the AACDDF to conduct a routine, systematic count of all materials and supplies, to include uniforms, maintained in inventory and to process orders to maintain sufficient inventory levels to conduct daily operations.
- V. Procedure:
 - A. Facility Inventory Levels
 1. The AACDDF shall maintain an adequate inventory of materials, supplies and printed forms necessary for daily operations.
 2. When materials, supplies and/or printed forms reach the reorder level, the individual responsible for maintaining the inventory shall complete an order request in the automated inventory system.
 - B. Inventory Control
 1. The Storekeeper II, at each facility, shall be responsible for ensuring the availability of an adequate inventory of the materials and supplies required for the daily operation of the facility.
 2. The Storekeeper II, at each facility, shall be responsible for maintaining the automated inventory system and coordinating routine inventory counts and reordering as appropriate.
 3. The Storekeeper II, at each facility, shall ensure an inventory sheet is maintained in all janitor's closets where materials and supplies are stored.
 4. The ORCC Storekeeper II shall be responsible for coordinating cycle counts of the Central Warehouse on a monthly basis. Any discrepancy between the


count and the automated inventory system shall be investigated to determine the cause and the correct count shall be adjusted accordingly in the automated inventory system.

5. The JRDC Storekeeper II shall be responsible for coordinating cycle counts of temporary storage areas on a monthly basis. Any discrepancy between the count and the automated inventory system shall be investigated to determine the cause and the correct count shall be adjusted accordingly in the automated inventory system.
6. The monthly cycle counts shall be conducted by employees designated by the Correctional Facility Administrator (CFA) at each facility. The Storekeeper II shall not participate in the cycle counts.

C. Inventory System

1. The Storekeeper II, at each facility, shall maintain the automated inventory system for the purpose of tracking the issuance and ordering of materials and supplies.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: DCR 20-11, dated April 15, 1991
AD 02.06 dated October 10, 2005
AD 02.06 dated February 1, 2023