



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Warehouse Policy			Article: 1501
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: September 2024	UPDATED: October 2016

POLICY

The purpose of this policy is to ensure that county property under the control of the Probation Department is protected against damage, theft and ensure persons authorized to use the warehouse are protected against injury.

The safety of personnel and the security of county property shall be achieved by an inventory control system. This system assists the warehouse with being efficient for the purpose of storing and issuing County property and restricting access to the warehouse. The system must be adequate to meet fiscal accountability requirements. Safety of personnel shall be achieved by rules of conduct while using the facility. The Division Director of Juvenile Hall shall be responsible for implementing this policy.

Warehouse users are requested to submit a written request prior to warehouse access, except for emergencies, in which case special provisions will be made to accommodate the need. To facilitate this task a pre-printed form will be furnished.

I. INVENTORY PROCEDURE

- A. The warehouse inventory sheet shall be filled out and routed to the Warehouse Supervisor.
- B. The Warehouse Supervisor will be in charge of the perpetual inventory and will reorder items as needed.
- C. Items handled through U.S.D.A. Commodities which are ordered by the respective institutions will be stored by the respective institutions. It will be the responsibility of the individual institutions to handle their own perpetual inventory.
- D. To monitor equipment movement, the warehouse inventory sheet will be used to document when items are removed or added to the inventory. The institution items have been combined and are distributed according to need. Any items marked with a "do not remove" tag will be set aside and will not be issued unless clearance is obtained through the Warehouse Supervisor. The original copy of the "do not remove" tag shall be routed to the Warehouse Supervisor for recording. The tag shall be filled out completely and signed by the individual reserving the item. Tags are

available in the warehouse. The contact person shall countersign as an additional security measure.

- E. Please note that **any item removed or added to the inventory must be documented**. All (equipment) items added to the Department inventory should be examined very closely. A determination will be made whether or not the item(s) shall be placed in the 'usable items section' for further use, placed in the 'inventory transfer section' so the items can be returned to Purchasing or whether the items should be discarded. This information is very important and shall be added to the inventory sheet, so the Warehouse Supervisor can take appropriate action.

II. WAREHOUSE SAFETY

- A. Employees or persons who use the Warehouse shall be required to learn the location and operation of fire extinguishers and location of safety exits. Employees shall not smoke inside the warehouse. Materials such as oil and paint thinner soaked rags, waste, rubbish, etc., shall not be stored in the warehouse. Such materials shall be properly disposed of immediately. If an emergency arises, while the employee is in the warehouse, the person is directed to use the wall phone located inside by the east door. The dialing instructions and the list of names and numbers for persons to call, is posted next to the telephone.

III. WAREHOUSE SECURITY

- A. Warehouse access will be coordinated through the contact person at Juvenile Hall. Contact persons will be notified in the following order:
1. Warehouse Supervisor,
 2. Institution Duty Supervisor,
 3. Assistant Division Director,
 4. Probation Division Director.
- B. Warehouse users will be monitored by the contact person, who during short term usage of the warehouse will physically open the warehouse and stay with the individual(s) collecting items. However, for longer term usage, the contact person will not physically stay in the warehouse. When the responsible person is ready to leave after securing their items, the contact person will return to the warehouse, check the items being removed, sign both the inventory and log sheets and secure the building.