



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: County Equipment and Property			Article: 1503
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: August 2018	REVISED: September 2024	UPDATED: October 2016

POLICY

Equipment under the custody of the Kern County Probation Department is the property of the County of Kern and is for official use only. No item, including tools, office supplies, electronic equipment, confidential reports, books, etc., even if apparently discarded as refuse, shall be taken for personal use, unless written authorization is received from the Division Director of the employee. Employees assigned or issued county property/equipment are responsible for the care and maintenance of said property/equipment.

In the case of damage, malfunction, loss or theft of property or equipment, the staff member responsible for the equipment shall complete a report stating a summary of the circumstances and submit the report to their immediate supervisor. If there is evidence that a crime has occurred, the appropriate law enforcement agency shall be notified and an incident report citing the law enforcement report number shall be submitted. The supervisor shall forward the report through the chain of command to the Chief Probation Officer.

Nonprofit organizations and governmental agencies may be allowed temporary use of non-mechanized equipment, simple supplies, and facilities with prior approval obtained from the Division Director or his/her designee.

SECURING COUNTY PROPERTY IN VEHICLES

County property which is considered valuable and not kept in the officer's possession, shall be secured in the trunk of a county or private vehicle when staff is away from the vehicle for a significant period of time. If operating a vehicle which does not have a trunk, the property shall be secured in a locked glove compartment, if possible. When the property is too large to fit in the glove compartment, it should not be secured in the vehicle except in emergency situations. All vehicles which contain such county property should be locked at all times when not occupied.

When a county vehicle is left at the County Garage for repair/maintenance, all personal items and individually assigned county items shall be removed including the emergency equipment container located in the vehicle/trunk. The items shall be retained by the staff member removing them until the vehicle is returned at which time the emergency equipment container, along with appropriate additional items, shall be placed back into the vehicle.

Violation of this policy resulting in damage, malfunction, loss of property/equipment, may result in disciplinary action and may require reimbursement to the county for the cost of the property/equipment plus a \$10 administrative processing fee to cover the cost of arranging repair or replacement.

No policy can cover all contingencies. Therefore, regarding situations not addressed in this writing, the rule of common sense and judgment should prevail.