

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Material Management and Inventory Control**

Inter-Bureau Procedure #05-03-107

**Authority:**

Jerry L. Harper, Chief Probation Officer

**Purpose:**

To ensure that all materials and equipment are properly managed, inventoried and accounted for by establishing parameters and responsibilities for appropriate inventory management. All County owned equipment must be listed on the Fixed Asset or Sensitive Equipment Inventory Reports that are compiled and distributed annually by the Auditor-Controller.

**Definitions:**

Fixed Assets

County owned property with an initial cost of \$5,000 or more, including, but not limited to, items such as vehicles and other motorized equipment, large equipment, freezers and computer servers.

Sensitive Equipment

County owned equipment, typically consisting of electronic equipment, with a value less than \$5,000. As determined by the Auditor-Controller, sensitive equipment may include, but is not limited to: computers, communications radios, and facsimile and copier machines.

**Responsibilities:**

Administrative Clerk II - Administrative Services Bureau Purchasing Section

1. Shall be responsible for receiving, distributing and coordinating the Probation-wide response to the audits required by the County Administrative Office and the County Auditor Controller. The County Administrative Office and the Auditor Controller require periodic separate audits of Fixed Assets and of Sensitive Equipment.
2. Shall ensure each Division Director receives the portion(s) of the audit that covers his/her area of responsibility.
3. Shall ensure the area Division Director receives a list of leased equipment annually.

Division Director I or II

1. Shall be responsible for ensuring that the equipment is physically verified as on-site and signing that it is a true and correct audit. The signed audit sheet(s) shall be returned to the Administrative Clerk II in the Purchasing Section for compilation and submission to the Chief Probation Officer for review and approval.
2. Shall be responsible for all owned and leased equipment, fixed assets and sensitive equipment assigned to his/her area of responsibility.
3. Shall conduct an annual inventory of all leased equipment within his/her area of responsibility and compile and maintain a separate list for leased equipment.
4. Shall maintain a copy of the completed annual inventory list(s) until the next completed annual inventory list(s) is received and reconciliation occurs.
5. When a change in command from one Division Director to another occurs, both Directors shall sign off that all inventories are up to date and materials/equipment are properly accounted for.

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Professional Standards

The Supervisor assigned to Internal Affairs shall randomly select an area and conduct an Inventory Audit and Inspection, no less than once per year, to ensure the Sensitive Equipment and Fixed Asset lists are current. A written Inventory Inspection report shall be submitted to the Chief Probation Officer.

Issued By: Jerry L Harper, Chief Probation Officer

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Date: March 21, 2005

Reference  
Policy 3, 11

Attachment A – Leased Equipment Inventory

**ATTACHMENT A  
Leased Equipment Inventory**

**Office Location and Street Address:**

	<u>Item Description</u>	<u>Serial Number</u>	<u>Unit Location</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

By signing below, I acknowledge that the equipment listed matches the list distributed by Administrative Services

Inventoried by: \_\_\_\_\_

Print Name

Signature

Date

Reviewed by: \_\_\_\_\_

Print Name

Signature

Date

3/17/05