

# **Westchester County**

## **Parks, Recreation & Conservation**

### **Inventory Control Procedures**

All equipment is inventoried including serial numbers and matched against the DPW master list annually.

Each PRC facility where the equipment is located maintains an inventory of their assigned pieces with a master list maintained at the PRC main office.

Each facility manager or unit head is responsible for all the equipment assigned to their facility or unit.

Almost all of our equipment is stored in locked garage facilities, but we do have places where there is insufficient room to store it all inside. This equipment is typically large truck and tractors and keys for them are locked securely inside after each shift. Where we need to, we also lock the equipment with steel cables and padlocks. No keys are left in any equipment when not in use.

Any stolen equipment is reported to public safety and PRC immediately. Also an incident report along with a copy of the police report should be forwarded to the Administration division.

We have instituted as part of our PIP performance based management system a bi-annual electronic inventory from each facility. Passing grades for PIP inspections cannot be obtained without the proper, up to date inventory reports on file.

The PRC Administration Manual, or as we call it our Playbook, Section 211 Ethics and Standards of Conduct; and Section 416 Security Procedures outline our expectations.

Memos from the DCE regarding personal use of county equipment and doing personal business on county time were distributed to all staff and made as an attachment to the playbook.