

Office of the Sheriff  
Somerset County, Maryland

General Order: 01-14-22

Effective Date: September 1, 2014

Revised Date: February 1, 2014

Chapter 25  
Section 1  
Loss and Damage to Somerset County Sheriff's Office Equipment

1. Policy

- A. Somerset County Sheriff's Office equipment will be used and maintained in accordance with established procedures and will not be abused, damaged, altered, or lost through negligence, and employees will not cause or contribute to the damage, abuse, alteration, or loss of any equipment through negligence or carelessness.
- B. Somerset County Sheriff's Office employees may not convert to their own use or in any way misappropriate Sheriff's Office equipment/property.

2. Initial Notification and Reports

- A. If any loss or damage of equipment occurs, the employee assigned such equipment or the first employee having knowledge of the loss/damage will report without delay to his/her immediate supervisor, using a Form 17.
- B. Upon receipt of the Form 17, the supervisor will examine the facts and determine whether the employee was negligent, or if the loss or damage was non-preventable.

3. Replacement of loss or damaged Sheriff's Office equipment

- A. The supervisor will promptly notify the Quartermaster of the loss or damage event.
- B. The supervisor will complete a Uniform and Supply Request form (Form 16) to replace the lost or damaged equipment.
- C. Under certain circumstances where the employee has been at fault, the Sheriff may require the employee to pay restitution for the cost of repairing damaged equipment.

4. Chapter Revisions

- A. General Order 01-11-03 has been revised.
- B. General Order 01-14-22 supersedes General Order 01-11-03.

Robert N. Jones

Sheriff

Somerset County