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May 19, 1989

INTRODUCED BY BILL REAMS

PROPOSED NO. 89 - 408

ORDINANCE NO. 9089

AN ORDINANCE assigning responsibility for care of King County personal property and establishing procedures.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. King County employees shall be held accountable and responsible for all of the various personal property assigned to them during the course of their employment with King County. In order to accomplish this, all county agency managers are assigned as the official custodians of the personal property assigned to their respective agencies and are responsible for:

A. Compliance with and implementation of the provisions of this ordinance;

B. Establishment and maintenance of adequate internal controls to ensure all reasonable care is taken by agency personnel to conserve the personal property in their care;

C. Accountability for all agency personal property including:

1. Completion and certification of an annual physical inventory of all fixed asset personal property listed in the official personal property inventory records maintained by the department of executive administration, division of executive administration division of facilities management.

1 2. Submission to the division of facilities management
2 management written documentation of any and all additions and
3 changes to the official fixed asset personal property records,
4 including those changes resulting from loss or theft of
5 property.

6 3. Maintenance of records which documents by employee,
7 or by supervision unit if employee assignment is not practical,
8 all items of personal property (both fixed asset and non-fixed
9 asset) for which individual employees have been assigned
10 accountability.

11 SECTION 2. There is hereby established a personal property
12 review committee which shall be convened annually by the division
13 of facilities management to review losses or thefts of personal
14 property experienced by county agencies during the year.

15 A. This committee shall consist of three members
16 including representatives from the office of financial
17 management, the risk management program, and the division of
18 facilities management. Managers from those agencies
19 experiencing losses or thefts may be invited to attend the
20 meeting, depending upon the circumstances surrounding the loss
21 or theft.

22 B. This committee shall review property losses and shall
23 recommend corrective action in a written report to the manager
24 of the agency (hereinafter referred to as the "manager"). Such
25 recommendations shall be agreed to by two of the three board
26 members, with the dissenting position also included in the
27 committee's report. Copies of this report and the manager's
28 response shall be sent to the King County executive and to the
29 King county council.
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1 C. The manager shall respond in writing to the committee
2 identifying the actions his agency will take to reduce the
3 potential of future property loss. Such response shall be due
4 to the committee within thirty days after receipt of the
5 committee recommendation.

6 D. If the manager determines an employee to be negligent
7 in his care of the property assigned to him or if a terminated
8 employee fails to return personal property assigned to him, then
9 the county may pursue any remedy available at law for recovery
10 of loss of property. If an employee is disciplined, that
11 employee has the right to the full protection of the county
12 disciplinary-grievance process as established by applicable
13 union bargaining agreements and the administrative guidelines
14 for the career service.

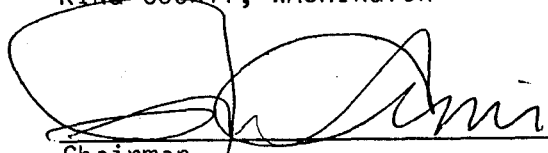
15 SECTION 3. The department of executive administration
16 division of facilities management shall prepare an annual
17 shortages report summarizing by agency all losses of fixed
18 asset personal property and shall submit this report to the
19 King County council and to the King County executive.
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SECTION 4. It shall be the goal of all county agencies to reduce loss of county property by assigning accountability for items of personal property, to the extent practicable, to individual employees. In certain cases where items of personal property are used in common by a pool of employees such pool property shall be assigned to the lowest practical supervisory unit in the organization and the supervision of that unit shall have accountability responsibility.

INTRODUCED AND READ for the first time this 19th day of June, 1989.

PASSED this 14th day of August, 1989


KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chairman

ATTEST:


Deputy Clerk of the Council

APPROVED this 24th day of August, 1989


King County Executive