

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.06
		Issue Date: April 25, 2022
		Revision Date:
CHAPTER: Fiscal Management and Agency-owned Property	Related Policy:	
SUBJECT: 1033 Program	Related Laws: HB 2481	

POLICY: The 1033 Program will be used to acquire property that will assist the Sheriff's Office in performing its mission "To Conserving the Peace" at little to no cost. The 1033 Program allows the Sheriff's Office to acquire property that is needed and otherwise would have to be purchased by the Sheriff's Office. This program is utilized as a cost savings program for the Sheriff's Office to obtain property to help protect and serve the public of Lane County.

RULE:

1. It is imperative that the Lane County Sheriff's Office complete all required inventories and otherwise comply with Program 1033 requirements. LCSO Staff involved in procuring property on the 1033 Program will be consistent with those limited "Screeners" listed on record with the Oregon Surplus Property Coordinator. LCSO's continuing success and good standing with the 1033 Program requires cooperation and communication with the Oregon State Surplus Property Coordinator as it pertains to acquisitions and the inventory process.
2. All acquisitions will be approved by the Police Services Division Captain.
3. The Sheriff's Office use of the 1033 Program will be in compliance with House Bill 2481

PROCEDURE:

- I. Once a desired property item has been made available to LCSO the following steps will be taken:
 - A. PS Division Captain or his designee will evaluate the expected shipping cost, condition of equipment and overall value to LCSO to determine if the item is worth acquiring.
 - B. Federal Funds are specifically prohibited from being used to purchase 1033 Program items under HB 2481, although 1033 items are all at no cost other than shipping.
 - C. An email will be sent to the Lane County Board of Commissioners notifying them of the pending acquisition with the following information:

1. Type of equipment requested
2. Estimated cost savings by acquiring the equipment through the 1033 Program
3. Estimation of cost to put equipment into service
4. Intended LCSO use of the item being acquired

II. Prohibited Items

- A. LCSO will not acquire the listed items through the 1033 Program that are specifically prohibited by House Bill 2481:
 1. Unmanned aircraft systems that are armored or weaponized;
 2. Aircraft that are combat-configured or combat-coded;
 3. Grenades or similar explosives, or grenade launchers; or
 4. Firearms silencers

III. Issue / Storing and Inventory

- A. An inventory book will be kept to keep track of controlled items
- B. Deputies issued controlled items will have to sign a 1033 Controlled Property acknowledgment form in addition to an LCSO inventory sheet.
- C. Sensitive controlled property like night vision and weapons will not be left in assigned vehicles parked outside residences when deputies are off duty. They must be kept inside a structure unless the vehicle has been secured in a structure.
- D. Controlled 1033 items that are no longer needed or unlikely to be used will be returned to the military in order to minimize accumulation of unneeded property in LCSO's inventory.

IV. Reporting

- A. The Sheriff's Office will publish a notice of the request on the Sheriff's Office public website within 14 days of the property request. The Police Service Captain will ensure that the relevant information is posted on LCSO's website.