

	GENERAL ORDER	Effective: 12-31-21	# 10-01
		Section: Administrative Orders	Replaces or Modifies: N/A
	Title: Equipment and Technology Fund		
Issued by: Sheriff Eric Fagan			

Purpose:

To establish guidelines for receipt and disbursement of funds for the Sheriff’s Office Equipment and Technology Fund.

Policy:

It is the policy of the Fort Bend County Sheriff’s Office (FBCSO) that, whenever lawful and proper, funds may be received and disbursed by the Sheriff’s Executive Command, to meet the guidelines of the Equipment and Technology Fund Program.

Definitions:

Agency – Fort Bend County Sheriff’s Office

Employee - An employee or reserve deputy of the FBCSO who is appointed as a Peace Officer, Tele communicator, Jailer, or any member of the civilian support staff.

Equipment and Technology – Equipment identified as necessary for reducing risk, threat and vulnerability to environmental and other conditions and elements and technology that is defined as machinery and equipment, including software and hardware that is derived from the application of scientific knowledge.

Executive Office – The office area located at 1840 Richmond Pkwy, Richmond, TX 77469, and adjacent to the Office of the Sheriff. The Executive Office is staffed by Executive Command Assistants to the Sheriff.

Residual Account – line item established under Administration for the purpose of accounting for funds received, deposited, and disbursed from the Equipment and Technology Fund.

Procedure:

- I. Any funds received by any employee from any lawful source and for the purpose of supporting the Equipment and Technology Fund will be provided to the Executive Office of the Sheriff’s Command as soon as possible, but no later than 3 days from the date of receipt.
 - A. Executive staff of the Sheriff’s Office shall document the source of the revenue and deposit the fund into a Sheriff’s Office Residual Account established at a local financial institution.
 - B. Executive staff shall maintain a spreadsheet of all deposits and withdrawals and document the obligations from the Residual Account. Deposits and expenses from this account shall be reconciled each month.
 - C. The County Auditor’s Office may inspect and audit the Residual Account of this agency as needed.
 - D. Only authorized transactions will be allowed from this account, and any discrepancy shall be subject to review for justification or explanation.

- II. Equipment and Technology Fund Use
 - A. Funds maintained within the Equipment and Technology Fund’s Residual Account

shall be used only in the following circumstances or events:

1. Purchase of equipment used as protective gear for personnel to guard against environmental, biological, radiological or chemical vulnerabilities, risks, or threats.
 2. Purchase of equipment to replace equipment that has exhausted its lifespan or is no longer meeting the manufacturer specifications.
 3. Purchase of equipment needed to fulfill a law enforcement function for public safety.
 4. Purchase of technology, such as software or hardware for the operation of public safety efforts related to application of information or intelligence.
 5. Purchase of computer equipment needed to conduct a public safety function, such as database search or data set management.
 6. Purchase of any other item deemed necessary by the Sheriff or his designee as necessary to fulfill a public safety function.
- B. Approval for receipt and disbursement of these funds is authorized only by the Sheriff or Chief Deputy of the Fort Bend County Sheriff's Office.
- C. When this account is closed, any remaining funds will be deposited to the Fort Bend County general revenue fund.
- D. Funds not approved for this Equipment and Technology program will be deposited into the County's general revenue fund with appropriate documentation of funding source and approval by commissioners court.

III. Funding Sources

- A. Funds may be accepted from individuals, businesses, organizations, and not-for-profit organizations when there is a public safety interest.
- B. Fundraisers may be designed by the Sheriff's Executive Command Assistants as approved by the Sheriff; however, the purpose of such fundraisers must be articulated to be solely for the Equipment and Technology Fund.

IV. Miscellaneous

- A. Employees shall not solicit funds for this program. (The submission of grant proposals for requests for proposals or other announced solicitations shall not be considered soliciting funds for the purposes of this policy.)
- B. Funds to promote the Equipment and Technology Fund shall not derive from any Sheriff's Office sale.
- C. The Sheriff's Office will not establish any fees for the purpose of funding the Equipment and Technology Fund.