

## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** LOAN OF COUNTY EQUIPMENT

**Policy No.:** A327

Supersedes: March 15, 2016

Review Date: October 19, 2023

Origin Date: February 1, 2000

Revision Date:

### **PURPOSE:**

To stipulate when equipment may be loaned to other agencies or to individuals.

### **POLICY:**

Generally, Department equipment shall not be loaned to other agencies or persons except:

1. When equipment is requested by another County department or special district to meet an emergency.
2. When a non-County physician, private hospital administrator, or similar official calls to request the use of medical equipment in a medically serious situation, and when such equipment is not readily available elsewhere. The Chief Executive Officer shall ensure that such loans are documented with time limitation for return.
3. No County equipment shall be taken off the Rancho premises for personal use. Equipment may be taken off the premises if it is deemed by the Chief Executive Officer to be used for County business. There must be an approved authorization by the Department Head and the Chief Executive Officer or Chief Operations Officer.

Rancho's Fixed Assets Inventory Policy and Procedures Manual shall specify what steps must be taken when equipment is loaned under the exceptions cited.

### **REFERENCE:**

Department of Health Services, Policy 844

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Revised: 5/09, 3/16

Reviewed: 5/09, 3/16, 10/23

Approved By: