
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER 08.02.02.00

SUBJECT: POLICY FOR THE CONTROL OF TANGIBLE PERSONAL PROPERTY
CLASSIFIED AS "SENSITIVE PROPERTY"

EFFECTIVE DATE: OCTOBER 1, 1995

SUPERSEDES: POLICY OF OCTOBER 1, 1986

Purpose:

The purpose of this policy is to establish a classification of tangible personal property to be known as "Sensitive Property" and to prescribe additional inventory procedures to control and safeguard this category of County property.

Policy:

It is the policy of the County Administrator to establish a classification of tangible personal property to be known as "Sensitive Property". This category will be distinct from property purchased or acquired with a normal life expectancy of (1) year or more as identified and accounted for in accordance with Chapter 274, Florida Statutes.

Responsibility:

"Sensitive Property" is defined as any firearm and any tangible personal property which requires a decal, title, and/or tag through the State Department of Motor Vehicles, all of which has a life expectancy of more than (1) year, and all of which costs less than the statutory minimum as specified in Chapter 274, Florida Statutes.

The Property Custodian of organizations under the County Administrator shall be responsible to establish controls for the protection of "Sensitive Property" and to maintain accurate records for accountability of all tangible personal property in this category assigned to their care.

The Fixed Assets Section, BOCC Accounting Division, Clerk of the Circuit Court will maintain the inventory of "Sensitive Property". Items in this category will be segregated and listed separately in the Fixed Assets reports.

Field Purchase Orders shall not be used for the purchase of "Sensitive Property".

Approved By: Board of County Commissioners
Approval Date: September 20, 1995