CHAPTER 17

EQUIPMENT USE POLICY

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1701. General Statement. County departments are occasionally asked to supply services or equipment to the residents of Kern County to assist with promoting and enhancing efforts to address the social needs of the population.

1702. Government Code Section 26227. Government Code Section 26277 provides that the board of supervisors of any county may appropriate and expend money from the general fund of the county to establish county programs or to fund other programs deemed by the board of supervisors to be necessary to meet the social needs of the population of the county, including but not limited to, the areas of health, law enforcement, public safety, rehabilitation, welfare, education, and legal services, and the needs of the physically, mentally, an financially handicapped persons and aged persons.

A program may consist of a community support program including a charitable fund drive conducted in cooperation with one or more nonprofit charitable organizations if the board of supervisors deems a program will assist in meeting the social needs of the population of the county. If the board establishes a program, the officers and employees of the county shall have the authority to carry out the program, using county funds and property if authorized by the board. During working hours, a program may include direct solicitation by county officers and employees and assignment of officers and employees to attend or assist in the administration of program activities if authorized by the board.

1703. Authorization Process. Each department head is responsible in obtaining authority from the Board of Supervisors for use of their department's services or equipment for nonprofits and social programs. Through the annual budget development process each department has the ability to request financial support for specific social programs and nonprofit organizations with final determination by the board of supervisors. The authorization process requires the requesting department to provide justification for the request. In no case shall County funds, staff time, or equipment be used for any purpose prohibited by law governing the use of public funds. It is understood that a majority of the staff time in providing equipment is a use of existing appropriations; therefore, the estimated cost of staff time in providing services or equipment should also be indicated in the department's request. The department loaning the equipment is responsible for keeping record of all loan requests and usage.

.1 *Requests Outside of the Budget Process*. Requests for authority to support non-profits and social programs made outside of the annual budget development process will be considered on a case-by case basis. Departments shall submit such requests at a regularly scheduled meeting of the Board of Supervisors. The request should indicate estimated costs as described in the previous section.