



Asset Management Policy

Asset Policy V1. 2020

1.0 Asset Overview

Rutherford County operates an asset management office and is responsible for maintaining accountability of county assets. The MTRS has an asset program (MCM) that interfaces with the radio system management and operational system. The MTRS staff will work hand in hand with the county inventory control to ensure the database of the radio equipment is also in the county database to ensure proper record keeping. To maintain this accountability, a process for deploying radio assets as well as demobilizing back into storage until reissued must be followed.

Effective management and security are a team effort involving the participation and support of every department and affiliate using the system who has been issued county equipment.

2.0 Purpose

The purpose of the MCM Asset Management piece is to provide accountability for all radio resources and those who have the equipment issued to them. This will be the program that manages radio related property for MTRS. This oversight is in place to protect both the employees and the County.

3.0 Scope

Compliance with this policy is mandatory for all users of the MTRS-RC to include employees, volunteers, contractors and any other outside organization issued Rutherford County owned equipment.

4.0 Issuing of equipment

MTRS staff will log all equipment issued to users in MCM to include first and last name as well as residential address, employment department/division, personal and work phone numbers. If the equipment is mounted in a vehicle, the type of vehicle, location of the home base, vehicle "fleet" number as well as the VIN and TN license plate will be logged. * **Note- For law enforcement officers, residential addresses will not be captured in MCM.**

A radio system liaison shall submit a radio request form for the equipment to be issued which can be picked up at the MTRS radio Shop

5.0 Transfer of equipment

Equipment shall not be transferred from the original issued user to another at any time. When the equipment is no longer needed by the original issued user, the equipment should be returned back to the

MTRS Radio Shop by that user or the department radio system liaison. Only then will it be reissued to another user. Equipment shall not lay dormant at a department when no longer assigned to a user.

6.0 Surplus

Departments shall not surplus any MTRS radio equipment. Any radio equipment deemed to be surplus shall be coordinated by MTRS radio shop and county inventory control.

7.0 Enforcement

Any user or contractor found to have violated this policy may be subject to disciplinary action, up to removal from working on MTRS equipment, having your radio and id inhibited as well has potential termination from the county.