

Georgia Department of Public Safety

Policy Manual

SUBJECT BUILDINGS, GROUNDS & EQUIPMENT	POLICY NUMBER 7.03
DISTRIBUTION ALL EMPLOYEES	REVISION DATE 9/13/2007

7.03.1 Purpose

- A. To establish a policy on buildings, grounds and equipment for the Georgia Department of Public Safety.
- B. To define the authority of the Troop Commander/Division Directors and the Post Commander/Supervisor as it relates to buildings, grounds and equipment.

7.03.2 Policy

It is the policy of the Georgia Department of Public Safety to establish guidelines for Division Directors/ Troop and Post Commanders/Supervisors for the allocation of space within Departmental facilities.

7.03.3 Procedures

- A. Post Commanders/Supervisors are delegated a great deal of authority. In the efficient operation of their respective Posts, they are responsible for the personnel, vehicles, and equipment assigned to them, as well as for the buildings that comprise the facility. To the extent practicable, it is their responsibility to insure proper maintenance of all these facilities and grounds. It shall fall within their realm of authority to allocate this assigned space, as they deem appropriate to the overall operation of the facility.
- B. In regards to the assignment of space within a facility, it is imperative that the Supervisor remember that the overall needs of the Department are of first priority. The Troop/Region Commander and others rely upon them for office and other space needs. With this in mind, the Post Commander/Supervisor and the Troop/Region Commander shall work in concert where there is a question regarding the allocation of space at a facility.
- C. Inventory Process and Physical Inventories

Please refer to the Inventory Policy #7.11.
- D. New Post Construction
 - 1. Any member of the Department contacted with the expressed interest of building or moving a Post, shall forward the request through the chain of command to the Commissioner's Office.

2. Written notification of any interest or desire to move a Post location will be sent to the following local officials:
 - a. Representative
 - b. Senator
 - c. Sheriff
 - d. County Commissioner
 - e. County Administrator