

# Chapter 90 – Property Management

Revised 1/21/25

|  |    |
|--|----|
| ARTICLE I. - IN GENERAL.....                               | 3  |
| ARTICLE II. - COUNTY VEHICLES AND EQUIPMENT.....           | 3  |
| DIVISION 1. - GENERALLY.....                               | 3  |
| DIVISION 2. - ACQUIRING.....                               | 3  |
| DIVISION 3. - HOME STORAGE.....                            | 6  |
| DIVISION 4. - OPERATION.....                               | 9  |
| Subdivision I. - In General.....                           | 9  |
| Subdivision II. - Safe Operation.....                      | 13 |
| Subdivision III. - Maintenance.....                        | 14 |
| DIVISION 5. - REPLACEMENT.....                             | 18 |
| DIVISION 6. - COMMERCIAL DRIVER'S LICENSE.....             | 18 |
| DIVISION 7. - VEHICLE ACCIDENTS.....                       | 19 |
| ARTICLE III. - PERSONAL PROPERTY.....                      | 21 |
| DIVISION 1. - GENERALLY.....                               | 21 |
| DIVISION 2. - ADMINISTRATION.....                          | 23 |
| Subdivision I. - In General.....                           | 23 |
| Subdivision II. - Purchasing Agent.....                    | 23 |
| Subdivision III. - Facilities Management Department.....   | 23 |
| DIVISION 3. - ACQUISITION/DISPOSITION PROCESS.....         | 24 |
| Subdivision I. - In General.....                           | 24 |
| Subdivision II. - Acquisition.....                         | 24 |
| Subdivision III. - Disposition.....                        | 25 |
| DIVISION 4. - INVENTORY AND THEFT POLICY.....              | 26 |
| DIVISION 5. - OFFICE FURNITURE.....                        | 27 |
| DIVISION 6. - PERSONAL PROPERTY REPAIR/REPLACEMENT.....    | 27 |
| ARTICLE IV. - REAL PROPERTY.....                           | 30 |
| DIVISION 1. - GENERALLY.....                               | 30 |
| DIVISION 2. - SALE/LEASE OF REAL PROPERTY.....             | 31 |
| DIVISION 3. - ACQUISITION.....                             | 32 |
| Subdivision I. - In General.....                           | 32 |
| Subdivision II. - Rejection of Unsolicited Conveyance..... | 32 |

ARTICLE V. - INDEPENDENT APPRAISAL SERVICES POLICY ..... 35

## Chapter 90 - PROPERTY MANAGEMENT<sup>1</sup>

### **ARTICLE I. - IN GENERAL**

Secs. 90-1—90-30. - Reserved.

### **ARTICLE II. - COUNTY VEHICLES AND EQUIPMENT**

#### **DIVISION 1. - GENERALLY**

Secs. 90-31—90-50. - Reserved.

#### **DIVISION 2. - ACQUIRING**

Sec. 90-51. - Acquiring vehicles.

- (a) The purchasing department shall order no vehicle without written verification from fleet operations management attesting that the vehicle's specifications are appropriate for the vehicle's authorized use.
- (b) All vehicles ordered shall be authorized as part of the annual vehicle and equipment replacement budget approved by the commissioners court.
- (c) All sheriff's department staff officers, ranked captain and above, shall be assigned mid-size vehicles as will all other departmental administrative placement vehicles requested in the future. Fleet operations management shall define mid-size vehicle in accordance with United States Environmental Protection Agency guidelines.
- (d) Exceptions to subsection (c) of this section shall be permitted only with the written authorization of fleet operations management and based on evaluation of the nature of the job assignment and use of the vehicle.
- (e) All vehicles shall be utilized only in the capacity for which they are requested, purchased, and as authorized by fleet operations. No vehicle may be transferred from the division for which it was requested, authorized, and purchased without the written authorization of fleet operations management and approval by the commissioners court.
- (f) The exception to subsection (e) of this section is the vehicles assigned to the fugitive, warrant execution, civil, criminal investigation, and patrol divisions of the sheriff's department; however, the sheriff's department is required to notify fleet operations management in writing of all transfers within the divisions identified in this subsection.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 6.00—6.05, 7-11-2000)

Sec. 90-52. - Procedures for acquiring replacement vehicles.

- (a) A vehicle replacement list will be developed by fleet operations management each fiscal year based on sustainable and clean fleet technology.
- (b) Fleet Operations management will provide the budget office with a list of recommended replacement vehicles during the annual budget process.

---

<sup>1</sup> **State Law reference**— Sale or lease of real property, V.T.C.A., [Local Government Code § 263.001](#) et seq.; disposition of certain real or personal property, V.T.C.A., [Local Government Code § 263.051](#) et seq.

- (c) The budget office will make recommendations to the commissioners court based on the fleet manager's vehicle replacement list. After the commissioners court approval, the budget office will open a contingency account only accessible by the ASC shop for the recommended, and commissioners court approved, replacement vehicles.
- (d) Fleet operations will code requisitions as to the department receiving the vehicle so that expenditures can be tracked by departments.
- (e) Fleet operations will then submit both the purchase requisition and the bid specifications to the purchasing department.
- (f) The purchasing department will solicit bids or utilize an interlocal/cooperative purchasing agreement based on specifications submitted by fleet operations after the specifications have been approved by the commissioners court.
- (g) From the bids received or interlocal/cooperative purchasing agreement, fleet operations will recommend the best value purchased which meets all the specifications and sustainability guidelines as adopted by the commissioners court. .

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 6.06—6.13, 7-11-2000)

Sec. 90-53. - Procedures for new or additional vehicles.

- (a) Departments requesting new or additional vehicles should submit their sustainability plan compliant requests using a program improvement request form directly to the budget office.
- (b) The budget office will compile all requests for new or additional vehicles and forward to fleet operations management for approval or disapproval and recommendation on vehicle size, specification and estimated costs.
- (c) If the commissioners court approves the request, and a new item is scheduled to be purchased, the department will contact fleet operations to develop bid specifications for the equipment.
- (d) The department should request fleet operations to submit a purchase requisition for equipment with a statement referring to attached detailed specifications.
- (e) Fleet operations will then submit both the purchase requisition and the bid specifications to the purchasing department.
- (f) The purchasing department will solicit bids or use a cooperative agreement based on specifications submitted by fleet operations after the specifications have been approved by the commissioners court.
- (g) From the bids received, the purchasing department, in conjunction with fleet operations, will recommend the best value purchase which meets all specifications.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 6.14—6.20, 7-11-2000)

Sec. 90-54. - Receipt of new vehicles.

- (a) The purchasing department arranges, in conjunction with fleet operations and the distributor or manufacturer, on an agreed time and place for delivery.
- (b) When the equipment is delivered, fleet operations will inspect the equipment to ensure compliance with specifications.

- (c) Fleet operations will assign a vehicle number and notify the department that the equipment is available.
- (d) Fleet operations is responsible for filing a record of material received (RMR) form no. 10 (exhibit DC) with the auditor.
- (e) Fleet operations will obtain title and license tag from the Tax Office.
- (f) Fleet operations will provide county vehicles with a certificate of insurance and an appropriate refueling/recharging card.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 6.21—6.26, 7-11-2000)

Sec. 90-55. - Procedures for replacing certain vehicles for the sheriff's department.

- (a) The sheriff's department may need to purchase certain vehicles for law enforcement purposes that do not fit into the traditional procedures for new or replacement vehicles listed in sections 90-51, 90-52 or 90-53. The intent of this section is to formalize the process for acquiring these vehicles in a cost-efficient manner.
- (b) These procedures will only apply to vehicles to be purchased with forfeiture funds.
- (c) The sheriff's department will identify a need for a vehicle replacement notify the budget office, fleet operations, and the purchasing department in writing of the need and obtain approval. The purchasing department will consult with the sheriff's department and fleet operations management to determine which method will be utilized to purchase the vehicle. The available methods are: sealed bid, interlocal/cooperative purchasing agreements, and state-licensed motor vehicle auction.
- (d) If a state-licensed motor vehicle auction is to be utilized, the purchasing department will prepare a court order for the next available commissioners court agenda to authorize the purchase. A fleet operations management representative and a representative from the sheriff's department will attend the preview day of the auction to evaluate the vehicles available.
  - (1) In general, suitable vehicles will be those with relatively low mileage and/or still under warranty with an expected life span of several years. Suitability will be jointly determined by fleet operations management and the sheriff's department.
  - (2) Fleet operations management will recommend a maximum bid amount based on pricing research.
  - (3) If the county is the winning bidder, the purchasing department will make arrangements to purchase the vehicle utilizing forfeiture funds and will request that the county treasurer and county auditor immediately issue and release a check for the purchased vehicles.
- (e) If a sealed bid is to be utilized, the purchasing department will prepare the specifications and follow the Local Government Code chapter 262 and Dallas County Code chapter 94.
- (f) If an interlocal/cooperative purchasing agreement is to be utilized, the purchasing department will follow Local Government Code Chapter 791 and Dallas County Code Chapter 94.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2006-228, 1-31-2006)

Secs. 90-56—90-90. - Reserved.

### **DIVISION 3. - HOME STORAGE<sup>2</sup>**

#### Sec. 90-91. - Eligibility.

All vehicles shall be stored at a designated worksite location unless the commissioners court has approved home storage or remote storage for such vehicle.

(Ord. No. 2008-1744, 9-16-2008)

#### Sec. 90-92. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Home storage privileges* means allowing the employee to use a county-owned vehicle to commute from home to work duty and minimal personal use

*Remote storage* means off-duty parking of vehicles at locations other than the base work site, usually at another county facility or governmental agency location.

*Worksite storage* means off-duty parking of vehicles at the base worksite locations or if the base work site parking is not available, parking of a vehicle at the nearest safe and secure county facility.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2008-1744, 9-16-2008)

#### Sec. 90-93. - Regulations.

- (a) All remote or home storage vehicle assignments must be approved by commissioners court order for each individual employee and vehicle.
- (b) No elected official or department head may make an offer of or otherwise approve the remote or home storage of a vehicle to a prospective or current employee without the prior approval of the commissioners court (by a specific commissioners court order).
- (c) All home or remote storage vehicles, shall be reassigned automatically to the general pool of each department when the incumbent who currently is assigned the vehicle leaves or otherwise terminates from his present job or position. Approval for the continuation of home or remote storage privileges must be authorized by the county administrator or designee if an employee is transferred to another department within the county. No vehicle shall be reassigned as a home storage or remote storage vehicle without the express consent of commissioners court (by specific commissioners court order).
- (d) The elected official or department head desiring a remote or home storage vehicle must submit to the budget office the justification for the assignment of a remote or home storage vehicle for briefing to the commissioners court.
- (e) Typically, employees who are subject to 24/7 recall to duty and whose vehicles require special equipment will be eligible to be considered by assignment of a remote or home storage vehicle.
- (f) The following divisions, positions and specified number of vehicles are authorized for continual home or remote storage privilege when incumbents in these positions change:

---

<sup>2</sup> **Editor's note**— Ord. No. 2008-1744, adopted Sept. 16, 2008, amended Div. 3 in its entirety to read as herein set out. Former Div. 3, §§ 90-91—90-93, pertained to similar subject matter, and derived from Ord. No. 2007-811, adopted April 17, 2007.

| <b>Department</b>  | <b>Position Title</b>   |
|--|---|
| Constables   | All deputies  |
| Public works   | All authorized site inspectors  |
| Facilities   | Director<br>Assistant directors<br>Managers<br>Contracts coordinators   |
| Homeland security and emergency management                     | Chief of Emergency services<br>Preparedness chief*<br>Hazardous materials and technology manager*<br>Operations chief*<br>Logistics chief*<br>Emergency planning and volunteer coordinator*<br>Training and exercise/hazard mitigation coordinator*<br><br>(* - authorized when on-call only) |
| Fire marshal   | Fire marshal<br>Assistant fire marshals   |
| Crime lab  | Chief of physical evidence<br>Intoxilyzer supervisor  |
| Medical examiner   | Field agent (vehicle on rotation basis)   |
| Criminal investigation   | Lieutenant,<br>Senior sergeant and<br>Detectives  |
| Physical evidence  | Lieutenant,<br>Sergeant and<br>Deputies   |
| Intelligence section   | Lieutenant and<br>Detectives  |
| Road and Bridge District #3<br><br>Road and Bridge District #4 | Road Superintendent<br>Road manager<br><br>Road and Bridge Superintendent<br>Road manager   |

|   |  |
|---|--|
| Auto theft task force   | Captain,<br>Sergeant and<br>Deputies   |
| Sheriffs department civilian equivalent to captain rank and above | Chief financial officer,<br>Data management manager and<br>Support services division manager |

(g) In addition to the positions listed in subsection 90-93(f) above there may be other positions that the commissioners court has authorized remote or home storage. In these cases where there is a formal record of the commissioners court action these employees will be covered under these rules as are the employees identified in subsection 90-93(f).

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2015-0726, 5-26-2015, Ord. No. 2008-1744, 9-16-2008)

Sec. 90-94. - Special requirement for all operators of remote or home storage vehicles.

- (a) All vehicles approved for remote or home storage shall be equipped with a centralized county GPS tracking system. The information provided by this system will be adequate for use in civil litigation and criminal proceedings. County administration, purchasing department, budget office, and county auditor's office will have access to the GPS and any of its data. As any other authorized equipment for county vehicles, the GPS system shall be installed and maintained by fleet operations.
- (b) Employees who are authorized remote or home storage shall be subject to periodic reviews by fleet operations for vehicle mileage and usage.
- (c) Mileage and vehicle usage will be reviewed by the employee's supervisor for any inconsistencies and discrepancies. The supervisor will document and address any findings with the employee and provide a copy of the GPS data to the OBE and auditor's office.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2008-1744, 9-16-2008)

Sec. 90-95. - Car allowance in lieu of a county vehicle.

- (a) The eligibility for a car allowance under this section must meet the following conditions:
  - (1) The vehicle must not be equipped with specialty items that cannot be reasonably purchased, installed, replaced and maintained by an employee in a personal vehicle.
  - (2) The vehicle can be taken out of the department's inventory without adversely affecting the department's performance.
  - (3) The car allowance will be discontinued when the current incumbent leaves their position and replaced with mileage reimbursement. Unless specifically authorized by commissioners court through a court order the car allowance will not be available to the person replacing the prior incumbent.
- (b) The car allowance will be set at an amount to cover the employee's cost of business travel plus an amount to cover the value of any intended personal benefit that they derived from their authorized non business use of such county vehicle. The car allowance provided to similar positions in the same department should be considered.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2008-1744, 9-16-2008)

Secs. 90-96—90-120. - Reserved.

## **DIVISION 4. - OPERATION**

### **Subdivision I. - In General**

Sec. 90-121. - Necessary for operation of county business.

The county will own and operate vehicles necessary for the execution of county business, most of which are special purpose vehicles such as buses, trucks, road equipment and law enforcement-related automobiles.

(Ord. No. 2000-1342, § 3.00, 7-11-2000)

Sec. 90-122. - Marking.

County-owned vehicles' color will be standardized and marked with the county seal, department name or identifier and vehicle number assigned by fleet operations. However, by specific commissioners court approval, a sheriff, fire marshal, district attorney and/or constable may be authorized to use unmarked vehicles as needed for law enforcement purposes.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, § 3.01, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-123. - Denial of use.

The county provides county-owned and county-maintained vehicles to certain individuals whose job requirements depend heavily on vehicle use. However, the commissioners court maintains the option to deny use and/or require the marking of a county vehicle assigned to any individual at any time including when such individual fails to utilize the vehicle in the manner specified by this division. Denial of use of a vehicle will normally be accompanied by:

- (1) Replacement of the vehicle with a per-mile reimbursement for use of a personal vehicle; and
- (2) Disciplinary action by the individual's supervisor; and
- (3) Removal of the vehicle from the department's inventory with notice to the department that the offending employee's action was so serious that the employee is denied right of use of any county vehicle and will not be eligible for mileage reimbursement for the use of a personal vehicle.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, § 3.02, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-124. - Use of vehicles without emergency equipment as police vehicles.

In particular, vehicles that are not equipped by the county with emergency equipment (visual and audible warnings) shall not be used as police vehicles, even if the driver is a qualified peace officer, except in the following conditions:

- (1) For calls or situations in which there is a reasonable belief that human life is clearly in danger, and that operation of the vehicle in an emergency mode will in a material way, help curtail the danger;
- (2) When emergency operation has been authorized by a supervisor; and
- (3) When safe operation of the vehicle in emergency mode is possible.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-125. - Consumption or transport of alcoholic beverages and/or smoking.

Consumption or transport of any alcoholic beverages and/or smoking is prohibited in a county-owned vehicle. The necessary transport of an alcoholic beverage by a law enforcement officer in the official course and scope of official duties is an allowable exception to this section.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-126. - Forfeiture of county's liability protection.

Individuals who operate county-owned vehicles outside the policy limitations prescribed in this Code and specifically article II of this chapter will automatically forfeit the county's liability protection and will be held personally liable for any damage or injury resulting from such vehicle use.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-127. - Emergency lights or sirens.

Unless prior approval is obtained by the commissioners court, no equipment such as, but not limited to, emergency lights or sirens will be attached to any county vehicle.

(Ord. No. 2000-1342, § 3.06, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-128. - Labels, emblems, logos, symbols, flags or other similar items.

Unless ordered by the commissioners court, no label, emblem, logo, symbol, flag, bumper sticker, or any other object or article shall be placed on any county-owned vehicle.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-129. - Personal use.

In order to comply with Internal Revenue Service regulations: (1) all personal use of a county-owned passenger vehicle, except for commuting and minimal use is prohibited; (2) the use of a county-owned passenger vehicle to, from, or for other employment is prohibited,; and (3) occupancy of a county-owned passenger vehicle by an individual who is neither a county employee nor engaged in official county business is prohibited.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-130. - Safe operation.

All vehicles must be operated for the purpose intended, in a safe manner, and in observance of the policies of this division, all traffic laws and courtesies of the road.

(Ord. No. 2000-1342, § 3.09, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-131. - Storage.

County-owned vehicles shall be stored in accordance with section 90-91 et seq. of this Code.

(Ord. No. 2000-1342, § 3.10, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-132. - Servicing and maintenance.

- (a) County-owned vehicles are to be serviced and maintained with county-owned equipment and the appropriate dedicated fuel source.
- (b) No county-owned gasoline or other county owned fuel source will be furnished for privately-owned vehicles under any condition.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-133. - Required equipment.

All drivers are required to carry proof of auto insurance in the vehicle at all times.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-134. - Employee liability.

All county employees who operate county-owned vehicles are encouraged to obtain an endorsement on their personal auto insurance policy to provide liability coverage while operating county vehicles. Employees found to have willfully and/or maliciously violated the county's policies and/or procedures for use and/or care of a county vehicle may be held personally liable by the county for any financial damages.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-135. - Monitoring fluid levels and tire pressure.

It will be the responsibility of each department to initiate measures which will ensure that electric battery charging, fluid levels and tire pressure in vehicles are monitored and maintained adequately on a regularly scheduled basis.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-136. - Departmental maintenance responsibility.

It will be the responsibility of the department to ensure that vehicles are serviced by fleet operations at the vehicles' designated intervals, fueled/charged, repaired and cleaned as needed.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1744, 9-16-2008)

Sec. 90-137. - Reporting of accidents.

Any vehicle accidents involving either bodily injury or property damage, regardless of how minor they may appear to be, shall be reported immediately to the appropriate persons by the county driver. See sections 90-271—90-274(c) for specific instructions.

(Ord. No. 2000-1342, § 3.16, 7-11-2000)

Sec. 90-138. - Approval of purchase or assignment of equipment.

The commissioners court must approve the purchase or assignment of all equipment by way of a budget appropriation or approved transfer.

(Ord. No. 2000-1342, § 3.17, 7-11-2000)

Sec. 90-139. - Servicing private vehicles.

No privately-owned vehicle will be serviced at any county repair shop under any condition.

(Ord. No. 2000-1342, § 3.18, 7-11-2000)

Sec. 90-140. - Constable vehicle equipment.

Emergency equipment for constables' vehicles shall be new or like new. All equipment, new or otherwise, shall be in good electrical, mechanical and operational condition, and must conform to an approved equipment list developed and distributed by the wireless radio communications division management. Any equipment which does not conform to the approved equipment list may not be purchased or installed on a county constable vehicle.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2008-1122, 6-10-2008)

Sec. 90-141. - Donated equipment.

Donated equipment will be allowed, provided that it is fully operational, in good condition and exactly matches the equipment outlined on the commissioners court approved equipment list. Acceptance of any donated equipment shall be in accordance with all established county policies and procedures.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, § 3.20, 7-11-2000)

Sec. 90-142. - Reserved. <sup>3</sup>

Sec. 90-143. - Use of vendors for installation, deinstallation and maintenance.

Equipment installation, deinstallation and maintenance of all visual and audible warning devices/systems on county vehicles is to be accomplished utilizing a vendor selected by the county.

(Ord. No. 2000-1342, § 3.22, 7-11-2000)

Sec. 90-144. - Funding of replacement of major system components.

Replacement of any major system components (e.g., siren amplifiers, speakers, lighting, etc.) shall be funded from the respective constable's appropriate and authorized funding source.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, § 3.23, 7-11-2000)

Sec. 90-145. - Adding of audible and visual emergency equipment.

Constables who elect to add audible and visual emergency equipment to their respective vehicles will be required to submit their precinct's pursuit/emergency response policy to the commissioners court prior to equipment installation.

---

<sup>3</sup> **Editor's note**— Ord. No. 2008-1122, adopted June 10, 2008, repealed § 90-142, which pertained to funding of constable DDA emergency equipment purchase and installation costs, and derived from Ord. No. 2000-1342, § 3.21, adopted July 11, 2000.

(Ord. No. 2000-1342, § 3.24, 7-11-2000)

Sec. 90-146. - Emergency equipment on employees' privately-owned vehicles.

A county employee, including those employed for a law enforcement purpose, shall not equip their privately-owned vehicles with emergency equipment as defined under Tex. Trans. Code §547.702 unless authorized to do so by commissioners court under this policy. This restriction specifically excludes within its purview any volunteer firefighters authorized to so equip their privately-owned vehicles pursuant to Tex. Trans. Code §547.702 (d). Nothing in this policy shall be interpreted as authorizing a privately-owned vehicle being used as an "authorized emergency vehicle" as defined by Tex. Trans. Code §541.201(1).

Prior to an employee installing or utilizing emergency equipment on their privately-owned vehicles, the employee must first receive approval for such use by their elected official or department head. The elected official or department head shall then submit a request for approval for such use to commissioners court. The submission for said approval will clearly set forth the public and official purpose to be served by the proposed use. The employee will also be required to provide a certificate of insurance with the same coverages required for a county vendor clearly showing the intended use as a "law enforcement vehicle" as defined by Tex. Trans. Code §541.201 (13-a). The county will be named as an additional insured. The employee will maintain the required insurance coverage and may be required from time to time to provide additional insurance certificates evidencing the required coverage upon request by the county administrator.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2010-0779, 5-4-2010)

Sec. 90-147. - Out of county usage.

County-owned vehicles may be taken across the county lines for official county business purposes.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2009-1727, 9-22-2009)

Secs. 90-148—90-170. - Reserved.

### **Subdivision II. - Safe Operation**

Sec. 90-171. - Instruction of operators; safe driving record required.

- (a) Every official or employee of the county who operates county or personal equipment/vehicles on behalf of the county shall be instructed in the safe and proper operation of it before the equipment is operated. The responsibility for the instruction of operators rests with the elected official or department head, or fleet operations.
- (b) An Employee, as a condition of employment if the employee will operate county or personal equipment/vehicles on behalf of the county, must possess at all times a record of safe operation of such equipment/vehicle as demonstrated by satisfying the conditions below. All operations of County-owned vehicles must complete a Smith System Driving System court or equivalent approved by Fleet operations once every three (3) years.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 10.00, 10.01, 7-11-2000)

Sec. 90-172. - Procedures; responsibilities.

- (a) Elected officials or department heads, as part of the employment process and in conjunction with the Human Resources Department, shall conduct an initial driver's license check and/or background check on each employee or applicant for employment for any position in which driving is an essential function before the employee is authorized to operate county or personal equipment or vehicles on behalf of the county.

- (b) If the driver's license check and/or background check indicates that the employee or applicant does not possess the proper license or is not a safe and competent driver or has a history of unsafe operation of equipment, the employee shall not be employed and/or authorized to operate county or personal equipment and/or vehicles in service to the county.
- (c) Competency shall be evidenced by the employee possessing a valid driver's license for the vehicle type being operated and training and/or experience in the operation of equipment being operated. The employee must also meet Dallas County's driver competency guidelines (Section 90-273).

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 10.02—10.04, 7-11-2000)

Sec. 90-173. - Driver competency guidelines.

- (a) During the two-year period immediately prior to the current or latest driver's license check, the employee or applicant for employment must not:
  - (1) Have more than one license;
  - (2) Have had any license suspended, revoked or canceled;
  - (3) Have been convicted of blood/breath test refusal if required and refused;
  - (4) Have been convicted of failure to stop and render aid;
  - (5) Have been convicted of a felony involving use of a motor vehicle;
  - (6) Have been convicted of the use of a motor vehicle in the commission of a felony involving manufacturing, distributing or dispensing a controlled substance; and
  - (7) Have been convicted of any violation of state or local law relating to motor vehicle traffic control arising in connection with any traffic accident in which the driver in question was at fault.
- (b) No person convicted of the operation of a vehicle or equipment while under the influence of drugs, alcohol, or convicted of homicide or manslaughter with a motor vehicle shall be assigned duty as a vehicle operator if such conviction is more recent than seven years.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 10.05, 10.06, 7-11-2000)

Secs. 90-174—90-190. - Reserved.

### **Subdivision III. - Maintenance**

Sec. 90-191<sup>4</sup>. Reserved.

Sec. 90-192. - Preventive maintenance program; driver responsibilities.

- (a) The basis for prolonging the life of a vehicle is a good preventive maintenance program. The driver is responsible for:
  - (1) Daily inspections;

---

<sup>4</sup> **Editor's note**— Ord. No. 2024-1340, adopted November 19, 2024, deleted § 90-191, which pertained to policy and purpose of the subdivision derived from Ord. No. 2000-1342, §§ 4.00 adopted July 11, 2000.

- (2) Keeping track of mileage via global positioning or vehicle data gathering systems; and
  - (3) Determining when the vehicle is due for the next scheduled preventive maintenance procedure.
- (b) Each vehicle will be equipped with global positioning or vehicle data systems to track mileage and fuel or alternative power usage.
  - (c) Each vehicle's preventive maintenance schedules for the driver and automotive technician to use as a reference shall be included in the vehicle to fulfill the preventive maintenance requirements on the vehicle.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, § 4.02, 7-11-2000)

Sec. 90-193. - Discipline policies.

- (a) If an employee is negligent in taking care of a vehicle, the employee will be subject to the appropriate level of disciplinary action.
- (b) If an employee is found negligent for a continuing and habitual pattern of negligence, it will be the elected official or department heads responsibility to consult with the Human Resources Department for guidance on the appropriate level of discipline.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 4.03—4.08, 7-11-2000)

Sec. 90-194. - Equipment.

(a) *Generally.*

- (1) Repairs of all equipment will be channeled through fleet operations facility.
- (2) When possible, the department should call fleet operations before bringing equipment in for service.
- (3) Employees delivering equipment to fleet operations are required to wait in designated areas and refrain from disturbing fleet maintenance personnel and operations by limiting conversation and telephone use. Non-Fleet Operations staff are not allowed in the Fleet Operations service area unless escorted by a member of fleet operations management team.
- (4) Equipment in the maintenance cycle will be prioritized as follows:
  - a. Public safety equipment (freeway management patrol, fire service);
  - b. Jail facility fleet and equipment (reefer trucks);
  - c. Essential services where alternate equipment is not available within the department;
  - d. Vehicles scheduled for preventive maintenance (delivered on time); and
  - e. All others.

- (5) Operable equipment should be delivered to fleet operations by the responsible department. Should a county vehicle become inoperable, immediately contact fleet operations for the appropriate guidance and assistance.

(b) *Drivable condition.*

(1) Equipment in need of service but driveable shall be maintained as follows:

- a. Fleet operations should be contacted before equipment is delivered to the service facility to determine available time for repair.
- b. The driver will fill out the appropriate vehicle and equipment repair request containing the following information:
  1. Vehicle number;
  2. Department name and phone number;
  3. Detailed information on the symptoms and possible repairs required; and
  4. Signature and department phone number of the individual submitting the equipment for repair.
- c. The fleet operations service center will notify the department when equipment repairs/services are completed.

(c) *Inoperable condition.*

(1) Monday through Friday:

- a. Call the fleet operations service center and provide vehicle number and name of individual placing the call;
- b. Describe the vehicle location;
- c. Indicate if the vehicle has been in an accident and refer to accident procedures;
- d. The fleet operations service center will dispatch a wrecker to pick up the vehicle; and
- e. As soon as possible, the driver should complete a vehicle and equipment repair request. No work will commence on the equipment until this form has been completed. If the driver is injured, or otherwise unable to complete the form, the supervisor will complete the form.

(2) Evenings and weekends:

- a. Contact the sheriff's dispatch, who will contact the wrecker company contractor;
- b. If the vehicle has been involved in an accident, refer to the accident procedures, sections 90-271—90-274(c); and
- c. As soon as possible (i.e., the next working day) the driver should complete a vehicle and equipment repair request to commence repairs to the vehicle. No work will begin until

this form is completed. If the driver is injured, or otherwise unable to complete the form, the supervisor will complete the form.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 4.09—4.16, 7-11-2000)

Sec. 90-195. - Extensive vehicle repairs.

- (a) When the scope of repairs is beyond the fleet operations service center's capacity, repairs will be completed by one of the appropriate vendor(s) obtained through the purchasing department bidding process and authorized by commissioners court order unless the repair is deemed critical and an emergency situation.
- (b) The purchasing department will issue a purchase order.
- (c) The delivery and pickup of equipment for outside work will be the responsibility of the fleet operations service center.
- (d) Once the work is completed, the fleet operations service center will thoroughly inspect the vehicle to ensure proper repairs were made according to purchase order instructions. The fleet operations service center will then issue a record of material received (RMR) form no. 10 to the county auditor so that payment can be made and departmental charges levied.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 4.17—4.20, 7-11-2000)

Sec. 90-196. - Tire repair or replacement.

- (a) All flat tire repairs and front-end alignment must be made by an authorized contractor via fleet operations.
- (b) The individual whose county vehicle requires service should contact the county authorized vendor directly.
- (c) The department is responsible for reporting the vehicle number and mileage to the vendor and ensuring that the number and mileage appear on the invoice.
- (d) A copy of the invoice will be returned to the fleet operations service center by the vendor.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 4.21—4.25, 7-11-2000)

Sec. 90-197. - Scheduling preventive maintenance.

- (a) Preventive maintenance should be scheduled prior to the preventive maintenance interval associated with the specific county vehicle type.
- (b) Prior to the mileage being reached, the driver should contact the fleet operations service center and schedule a convenient time to have the equipment serviced.
- (c) Should the driver not schedule this vehicle service within a reasonable period of time (i.e., 500 miles of stated service mileage) notice will be given to the driver and a copy sent to the supervisor. Repeated offenses will be considered equipment abuse and reported to the department head.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 4.26—4.28, 7-11-2000)

Sec. 90-198. - Fueling vehicles.

- (a) Internal Combustion Engine fuel as well as Electric Vehicle charging is available at the fleet operations service center. Additional charging options are available at various county facilities. An updated listing is located on the fleet operations website. Retail options for fuel or Electric Vehicle charging is available at authorized fueling sites, as approved by the commissioners court.
- (b) County vehicle drivers are responsible for maintaining adequate fuel or charging levels in their assigned vehicles.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2019-0760, 8-6-2019)

Sec. 90-199. - Fuel credit cards.

- (a) When feasible, all vehicles fueling/charging should be obtained from county owned fueling/charging facilities.
- (b) When it is not feasible to obtain fuel or charging at county owned facilities, drivers may use the fuel/charging credit card assigned to each vehicle in accordance with the procedures established by fleet operations.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, 7-11-2000; Ord. No. 2019-0760, 8-6-2019)

Secs. 90-200—90-220. - Reserved.

#### **DIVISION 5. - REPLACEMENT**

Sec. 90-221. - Vehicle and equipment coverage.

- (a) For motor vehicles categorized as light to medium duty, and up to one ton rated capacity (i.e., sedans, trucks and vans), each year, fleet operations will evaluate all potential vehicle replacements based on the approved vehicle and equipment replacement criteria, including vehicle age, life to date utilization, life-to-date maintenance and repair costs, vehicle reliability, life-to-date downtime, life-to-date fuel/battery consumption and life to date mile per gallon or equivalent. Based on this evaluation, fleet operations will recommend the commissioners court replace certain vehicles.
- (b) All specialized pieces of equipment will be evaluated on an "as needed" basis.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 8.00, 8.01, 7-11-2000)

Secs. 90-222—90-241. - Reserved.

#### **DIVISION 6. - COMMERCIAL DRIVER'S LICENSE<sup>5</sup>**

Sec. 90-242. - Proper licensing required.

- (a) All operators of county-owned vehicles must possess the proper license and endorsement issued by the state for the vehicle they operate. Operators must also notify their employers of any suspension or loss of commercial motor vehicle driving privileges or previous employment as a commercial motor vehicle operator.
- (b) All county employees who are authorized to operate privately-owned vehicles on county business must

---

<sup>5</sup> **State Law reference**— Commercial driver's license, V.T.C.A., [Transportation Code § 522.001](#) et seq.

possess the proper license issued by the state for the vehicle they operate.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 9.01—9.04, 7-11-2000)

Sec. 90-245. - Human resources/civil service department responsibility.

- (a) The human resources/civil service department shall be responsible for verifying that persons at time of hire possess a valid commercial driver license as required by the job description. No physical examinations will be scheduled prior to license verification.
- (b) Each department is responsible for confirming possession of the required commercial driver license at initiation of work with the department and periodically checking to verify that proper licenses are maintained.
- (c) A job description for a position requiring a commercial driver license will include the required license class. Each employment posting will include the required driver license for a position, as defined by the equipment operated.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 9.10—9.15, 7-11-2000)

Secs. 90-246—90-270. - Reserved.

#### **DIVISION 7. - VEHICLE ACCIDENTS<sup>6</sup>**

Sec. 90-271. - Reporting generally.

Any vehicle accident involving either bodily injury or property damage regardless of how minor it may appear to be shall be reported immediately by the county driver to the sheriff's dispatch who will notify the appropriate departments.. See section 90-273.

(Ord. No. 2000-1342, § 5.00, 7-11-2000)

Sec. 90-272. - Driver responsibility.

The following steps comprise the responsibilities of a driver who has an accident:

- (1) Determine if anyone has sustained serious bodily injury requiring immediate medical attention, and, if so, contact 911 or the sheriff's dispatch for any emergency services that may be required.
- (2) Request the other driver to remain at the accident scene until investigation of the accident is completed.

---

<sup>6</sup> **State Law reference—** Motor vehicle accidents and reports, V.T.C.A., [Transportation Code § 550.001](#) et seq.

- (3) Advise the supervisor of the accident as quickly as possible.
- (4) Obtain all pertinent information from the other driver so that an accident report may be completed in detail.
- (5) Report the accident to the proper jurisdictional authorities (local city police, sheriff's department, or state department of public safety) so the proper authorities may, if they deem necessary, make an accident investigation.
- (6) Do not make any statements concerning liability or fault to the other driver or witnesses.
- (7) Advise the other driver that the vehicle is a county-owned vehicle and that the county is self-insured. Give the other driver the employee's name, county employment address and county employment telephone number.
- (8) Cooperate fully and as requested by investigating officers or authorities.
- (9) Complete the accident report and deliver it to the supervisor within 24-hours.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 5.01—5.09, 7-11-2000)

Sec. 90-273. - Supervisor's responsibility.

- (a) Upon notification of an accident involving a county vehicle or equipment, the civil section of the district attorney's office should be contacted and/or fleet operations, to advise them of the accident and to determine if it is desirable that the appropriate employees be dispatched to the accident scene to investigate the accident and/or to obtain photographs.
- (b) Photographs should be taken so that the photographs may be included with the auto, equipment, property accident report which is sent to the civil section of the district attorney's office.
- (c) A copy of the auto, equipment, property accident report shall also be sent to the county auditor's office and fleet operations management.
- (d) The county sheriff's department should be contacted to report the accident and request that personnel be dispatched to obtain a report of the details of the accident. If no injury is involved, and if the vehicles and/or equipment are operable, these vehicles and/or equipment should be moved from the flow of traffic to reduce traffic congestion and prevent further harm to persons, vehicles and equipment. Drivers and witnesses should not leave the scene until the sheriff's office representatives have arrived and conducted the investigation unless conditions and/or circumstances prevent remaining at the scene.
- (e) The supervisor will arrange for the employee to contact the sheriff's office to give a sworn statement that provides all facts and necessary information.

- (f) Upon return to the department or office, an auto, equipment, property accident report form must be filled out by the employee and submitted to the county auditor's office within 24 hours and the civil section of the district attorney's office and fleet operations management.
- (g) If the county employee is unable to complete the auto, equipment, and property accident report within 24 hours, it shall be the responsibility of the supervisor to complete and forward the report to the county auditor, the district attorney (civil section), and fleet operations within this same time frame.
- (h) A copy of the investigative officer's report should be obtained and submitted as soon as possible to Civil DA and fleet operations management
- (i) The fleet operations service center will be responsible for repairing the vehicle. See division 4, subdivision III of this article on vehicle maintenance.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 5.10—5.18, 7-11-2000)

Sec. 90-274. - Witness to accident.

- (a) Accidents occurring on county property or near or within sight of county equipment or construction shall be reported by witnessing employees.
- (b) A witnessing employee shall complete an auto, equipment, property accident report form) indicating the location of the accident, witnesses, damages, etc.
- (c) The report shall be submitted to the district attorney's civil section.

(Ord. No. 2024-1340, 11-19-2024, Ord. No. 2000-1342, §§ 5.19—5.21, 7-11-2000)

Secs. 90-275—90-310. - Reserved.

### **ARTICLE III. - PERSONAL PROPERTY<sup>7</sup>**

#### **DIVISION 1. - GENERALLY**

Sec. 90-311. - General policy statement.

It is the policy of the county commissioners court that all personal property be accounted for and controlled in a manner to ensure the safeguard of public assets. The acquisition, transfer and disposition of property must be approved by the commissioners court in order for proper managerial control to be vested with the governing body.

(Admin. Policy Manual, § F(1.00))

Sec. 90-311.5. - Property capitalization.

The county sets a capital limit of \$10,000.00 for all county property except TDH grant purchases. Grant award conditions include a \$1,000.00 capital limit.

---

<sup>7</sup> **State Law reference—** Sale or lease of property, V.T.C.A., [Local Government Code § 263.001](#) et seq.

(Ord. No. 2025-0075, 1-21-2025, Ord. No. 2002-301, 2-12-2002)

Sec. 90-312. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Department* means the organizational unit which has a need for, utilizes or transfers personal property.

*Disposition* means the act of assigning an item to an inventory account or the act of destroying or selling an item.

*Item* means an object of personal property which must be specifically approved through a budget appropriation by the commissioners court for acquisition, transfer and/or disposition.

*New item* means an item which has been approved for purchase, generally for use in a new or expanded program.

*Personal property* means any equipment or furniture which is purchased at a cost of \$10,000.00 or more or TDH grant purchases of \$1,000.00 or more. These items are often referred to as "capital items."

*Personal asset life* is defined in accordance with state developed guidelines for asset lives with modifications as necessary for adaptation to county needs.

*Replacement item* means an item which has been approved due to the wear and tear, age, obsolescence, etc., of the item which is to be replaced.

*Surplus* means an inventory account in which property is recorded, pending possible service, sale or distribution, or scrapping.

*Transfer* means the act of both relocating an item in terms of organizational responsibility, as well as the act of revising the inventory records.

(Ord. No. 2025-0075, 1-21-2025, Admin. Policy Manual, § F(1.01—1.04, 1.06—1.08); Ord. No. 97-2088, 10-21-1997; Ord. No. 2002-301, 2-12-2002)

Sec. 90-313. - Management guidelines.

The management of personal property within the county shall adhere to guidelines as follows:

- (1) The commissioners court must approve the purchase of all items by way of a budget appropriation and/or expenditure of funds.
- (2) All items shall be purchased at the best possible price, with the maximum amount of competition possible and suitable for its intended use.
- (3) The transfer of property, either interdepartmental, or from surplus must be approved by the commissioners court.
- (4) All items approved for replacement purposes will result in the used item being transferred to surplus for disposition. (This does not require court authorization.)
- (5) All items of property shall be stored in a safe place and protected against misuse, theft and vandalism.
- (6) It is the sole responsibility of the elected official/department head to which property is assigned to maintain a proper accounting of all property through proper inventory records.
- (7) Thefts of property shall be reported to law enforcement authorities and the county auditor immediately by the department head.
- (8) Property shall be deleted from inventory records only through commissioners court approval prior to and as a result of:

- a. A recommendation to sell;
- b. Certification as scrap by the scrap committee consisting of the county auditor, purchasing agent, budget director and facilities management director, or their designees.

(Admin. Policy Manual, § F(1.09—1.17))

Secs. 90-314—90-330. - Reserved.

## **DIVISION 2. - ADMINISTRATION**

### **Subdivision I. - In General**

Sec. 90-331. - Enforcement generally.

The enforcement of this article is vested in numerous county offices and departments. In order to clearly reflect the departmental responsibility for purposes of accountability, the provisions of this article shall apply.

(Admin. Policy Manual, § F(3.00))

Sec. 90-332. - Budget office.

The budget office is responsible for evaluating all requests for personal property and making recommendations to the commissioners court. In all cases the department's request, in addition to the staff recommendation, should be clearly delineated. The recommendation should be based on the cost effectiveness of the request, and on the items' intended use. Where possible, surplus items will be recommended in lieu of new purchases.

(Admin. Policy Manual, § F(3.01))

Secs. 90-333—90-350. - Reserved.

### **Subdivision II. - Purchasing Agent**

Sec. 90-351. - Duties and responsibilities.

- (a) The purchasing agent is requested to seek the lowest possible price, through the promotion of the maximum level of competition, for all items approved by the commissioners court. In addition, state statutes specify that the purchasing agent control the property inventory system. Therefore, the purchasing agent is requested to enforce the above-stated policy, particularly in terms of transfers, sale and destruction of property.
- (b) According to the statutes, the purchasing agent is responsible to ensure that the property inventory records are up to date and accurate in all respects.

(Admin. Policy Manual, § F(3.02, 3.03))

Secs. 90-352—90-370. - Reserved.

### **Subdivision III. - Facilities Management Department**

Sec. 90-371. - Duties and responsibilities.

- (a) The facilities management department is responsible for the physical transport of all property as approved by the commissioners court, as well as the safe storage of all surplus property.

- (b) The facilities management department is also responsible for preparing the preliminary recommendation on vehicle replacements for the annual budgetary process. This information should include maintenance cost, use, useful life, depreciated values, etc., on all county vehicles.

(Admin. Policy Manual, § F(3.04, 3.05))

Sec. 90-372. - County auditor.

- (a) The county auditor is requested to monitor the enforcement of this article and make any appropriate reports to the commissioners court.
- (b) In addition, by law, the auditor is responsible for auditing the physical inventory of property and controlling the expenditure of funds for property acquisition as approved by the commissioners court.

(Admin. Policy Manual, § F(3.06, 3.07))

Sec. 90-373. - All departments.

All department heads and elected officials are responsible for maintaining property assigned to their department, proper inventory records, and making appropriate reports as required. They are further charged with the responsibility of following this article's provisions as the situation demands.

(Admin. Policy Manual, § F(3.08))

Secs. 90-374—90-390. - Reserved.

### **DIVISION 3. - ACQUISITION/DISPOSITION PROCESS**

#### **Subdivision I. - In General**

Sec. 90-391. - Part of annual budget process.

The acquisition and disposition of personal property is in a large part a product of the annual budget process. Therefore, the initial step in acquiring an item is a request in the annual budget. Items not budgeted, for which there is an actual need, should also result in a request to be submitted to the budget office. The steps in this process are described in this division.

(Admin. Policy Manual, § F(2.00))

Secs. 90-392—90-410. - Reserved.

#### **Subdivision II. - Acquisition**

Sec. 90-411. - Submission of request.

Departmental requests are submitted to the budget office, as part of the annual budget process, or for critical midyear unbudgeted items. The estimated costs and reasons for acquisition should also be included. Please use budget adjustment form no. 281 (exhibit FA).

(Admin. Policy Manual, § F(2.01))

Sec. 90-412. - Evaluation of requests; recommendation.

The budget office will evaluate the requests. All requests for office file cabinets, microfilm equipment and copiers must be reviewed and approved by the records coordinator. The budget office will provide the commissioners court with a recommendation. Surplus will be scheduled for use where feasible.

(Admin. Policy Manual, § F(2.02))

Sec. 90-413. - Notice to department.

Subsequent to action by the commissioners court, the department will be notified by the budget office.

(Admin. Policy Manual, § F(2.03))

Sec. 90-414. - Approval; requisition.

If the court approves the request, and a new item is scheduled to be purchased, the department should submit a requisition to the purchasing agent after ascertaining that a fund transfer has occurred.

(Admin. Policy Manual, § F(2.04))

Sec. 90-415. - Soliciting bids or quotations; issuance of purchase orders.

The purchasing agent will solicit bids or quotations, depending on the applicable statutes, and either recommend contract awards to the commissioners court or issue purchase orders, depending on the size of the expenditure.

(Admin. Policy Manual, § F(2.05))

Sec. 90-416. - Consultation with department.

In the case of the bid evaluation on significant acquisitions, the department will be consulted as part of the evaluation process.

(Admin. Policy Manual, § F(2.06))

Sec. 90-417. - Property processing.

As property is delivered, it is processed according to county policies and procedures.

(Admin. Policy Manual, § F(2.07))

Secs. 90-418—90-440. - Reserved.

### **Subdivision III. - Disposition**<sup>8</sup>

Sec. 90-441. - Transfer of property to surplus.

Property items must be transferred to surplus in all cases where:

- (1) A replacement item has been funded, purchased and delivered;
- (2) A reduction in force has been approved by the court resulting in an excess of property, as compared to the size of the departmental work force; or
- (3) Damage to the item prevents its use.

---

<sup>8</sup> **State Law reference**— Disposition of salvage or surplus property, V.T.C.A., [Local Government Code § 263.151](#) et seq.

(Admin. Policy Manual, § F(2.08))

Sec. 90-442. - Transport of items to storage; evaluation for reuse.

Items will be physically transported to a storage location by the facilities management department and evaluated for possible reuse by the purchasing agent, county auditor and facilities management director.

(Admin. Policy Manual, § F(2.09))

Sec. 90-443. - List of surplus property; monthly update.

The purchasing agent will maintain a list of surplus property with proper coding in terms of condition, and make it available to the budget office for possible reuse recommendation purposes. This list shall be updated monthly, so that a current list is available at all times.

(Admin. Policy Manual, § F(2.10))

Sec. 90-444. - Property to be sold at auction or by sealed bid.

The purchasing agent, county auditor, budget director and facilities management director (i.e., scrap committee) will jointly recommend property to be sold at auction or through sealed bid and secure the court's specific action prior to selling any property.

(Admin. Policy Manual, § F(2.11))

Sec. 90-445. - Destruction as scrap.

Other items will be evaluated by the scrap committee described in section 90-444, and be destroyed upon their certification as scrap after approval by the commissioners court.

(Admin. Policy Manual, § F(2.12))

Sec. 90-446. - Transfers to surplus; use of proper form.

The report of property transfer form no. 280 (exhibit FB) shall be used for all such transfers to surplus.

(Admin. Policy Manual, § F(2.13))

Secs. 90-447—90-470. - Reserved.

#### **DIVISION 4. - INVENTORY AND THEFT POLICY**

Sec. 90-471. - Proper identification of property.

It is the policy of the commissioners court that all property is properly identified by property number, description and location, and that the inventory policy of this division is implemented in order to standardize procedures in instances of theft/loss of any property assigned to the various departments.

(Admin. Policy Manual, § F(4.00))

Sec. 90-472. - Procedures.

- (a) County department heads and/or elected officials shall notify immediately the sheriff's office and the county auditor of the theft/loss of any property assigned to their department and belonging to the county.
- (b) A copy of the police/sheriff's report shall be submitted to the county auditor as soon as completed, along with a letter from the department head explaining the circumstances of the loss.
- (c) Upon receipt of the information described in this section, and after expiration of a reasonable period of time to allow for the recovery of the stolen property, the county auditor and purchasing agent will remove the items from the inventory records.
- (d) In those instances where the total value to be removed from inventory is \$1,000.00 or greater, approval of the commissioners court will be required before the items can be removed from the inventory records.
- (e) The commissioners court administrator will be notified in all cases where property items are removed from the inventory records.

(Admin. Policy Manual, § F(4.01—4.05))

Secs. 90-473—90-490. - Reserved.

#### **DIVISION 5. - OFFICE FURNITURE**

Sec. 90-491. - Objective of division.

Dependent on the position of the county officials and departments, it is the commissioners court policy to standardize the size, type and quantity of office furniture (exhibit FC).

(Admin. Policy Manual, § F(5.00))

Sec. 90-492. - Standards and criteria for purchase and allocation.

- (a) The commissioners court establishes the standards and criteria for the purchase and allocation of county office furniture.
- (b) The commissioners court must approve all purchases of supplies, material and equipment.
- (c) The purchasing agent is responsible for implementing the office furniture standards as defined by the commissioners court (exhibit FC).
- (d) Furniture standards will be revised periodically to reflect major design or building changes. All departments will be advised of the revised standard furniture policy. All county property policies and procedures are applicable to this division.

(Admin. Policy Manual, § F(5.01—5.04))

Sec. 90-493. - Exceptions.

Exceptions to this division must be justified and will be briefed to the commissioners court as with all equipment requests.

(Admin. Policy Manual, § F(5.05))

Secs. 90-494—90-510. - Reserved.

#### **DIVISION 6. - PERSONAL PROPERTY REPAIR/REPLACEMENT**

Sec. 90-511. - County policy.

The county will provide to all its employees and formally approved volunteers partial cost reimbursement for the cleaning, repairing, or replacing of specified clothing and personal items (including personal vehicles) which become accidentally lost or damaged while carrying out, in a proper manner, assigned job duties and responsibilities which are involved in the restoration of civil order or management of crisis situations.

(Admin. Policy Manual, § F(6.00))

Sec. 90-512. - Purpose of division.

The purpose of this division is to:

- (1) Recognize that items of employee/volunteer owned clothing and personal property, including personal vehicles, do occasionally become damaged or lost while restoring civil order or managing a crisis situation; and
- (2) Make a partial reimbursement of costs incurred to clean, repair or replace the items damaged or lost. This section is not intended to compensate anyone for loss, damage, soiling or normal wear and tear of their personal property which is sustained in any circumstance other than those listed in this division and expanded in the accompanying administrative procedures.

(Admin. Policy Manual, § F(6.01))

Sec. 90-513. - Application of division provisions.

This division applies to full-time and part-time county employees and formally approved volunteers.

(Admin. Policy Manual, § F(6.02))

Sec. 90-514. - Eligibility of claimant.

- (a) To be eligible for consideration for reimbursement, a claimant must be properly dressed, as determined by departmental policy, for the type of work being undertaken or must be responding to an emergency situation.
- (b) To be eligible for consideration for reimbursement, the claimant must substantiate that the damage or loss was caused through no fault of the employee/volunteer as well as substantiate that the claim is in fact legitimate and covered under county policy.
- (c) The damage or loss must occur accidentally during an identifiable incident, and it requires preparation of a written report and supervisory review. The incident report should mention in sufficient detail all pertinent facts and other information required to fully support the claim. The human resources/civil service department shall be contacted for the personal property repair/replacement claim form (exhibits D and E).

(Admin. Policy Manual, § F(6.03—6.05))

Sec. 90-515. - Items not covered.

Claims for repair or replacement of items, such as dentures, which may be covered by workers' compensation or other existing county paid insurance are not covered under this division.

(Admin. Policy Manual, § F(6.06))

Sec. 90-516. - Written request; approval.

A written request for reimbursement must be approved by the claimant's department head who is either an elected official or who directly reports to the commissioners court. In the case of the sheriff's organization, approval rests with the chief deputy accountable for the claimant's bureau.

(Admin. Policy Manual, § F(6.07))

Sec. 90-517. - Evaluation of damaged or soiled clothing.

Each damaged or soiled article of clothing must be evaluated by a dry cleaners or tailor to see if it can be restored prior to consideration for replacement. If two restorative remedies appear to be equally satisfactory, the lesser costing solution shall be selected.

(Admin. Policy Manual, § F(6.08))

Sec. 90-518. - Vehicle damage; repair estimates.

When a personal vehicle is damaged in the course of county business due to the actions of a passenger such as a witness or person in custody, the uninsured cost to clean and/or repair such damage will be eligible for reimbursement if a claim is timely filed with two estimates. The repair estimates must be submitted with the personal property repair/replacement claim form (exhibit FD).

(Admin. Policy Manual, § F(6.08(a)))

Sec. 90-519. - Restoration costs equaling or exceeding value of item.

If valid cost estimates for restoration equal or exceed the adjusted value of an article, no attempt at cleaning or repairing the article should be made. A claim for replacement funds should be filed.

(Admin. Policy Manual, § F(6.09))

Sec. 90-520. - Unsuccessful repair or cleaning; claim for replacement.

If cleaning or repair of a damaged item is not successful, a second claim for replacement funds can be requested.

(Admin. Policy Manual, § F(6.10))

Sec. 90-521. - Determination of reimbursement amount.

The amount of a reimbursement requested will be determined by the claimant and claimant's supervisors who keep in mind:

- (1) The article's age;
- (2) Its physical condition prior to the incident; and
- (3) The maximum specified reimbursable amount for the item as per the cost schedule of clothing and personal items (exhibit FE) and the claims adjustment table (exhibit FF).

(Admin. Policy Manual, § F(6.11))

Sec. 90-522. - Submission of reimbursement requests.

All requests for reimbursement must be submitted to the commissioners court administrator and the budget officer for evaluation and approval. This must be done within a reasonable time period not to exceed

ten working days from the time of the incident which precipitated the claim. Articles of damaged personal property must be presented for examination, if available.

(Admin. Policy Manual, § F(6.12))

Sec. 90-523. - Damaged items to remain property of claimant; exception.

All damaged items remain the property of the claimant unless replacement funds are paid. The county, at its option, may retain possessions of all articles for which replacement funds are paid.

(Admin. Policy Manual, § F(6.13))

Sec. 90-524. - Determination of costs for items of clothing and firearms.

- (a) Items of clothing which are not specifically listed on the cost schedule are to be compared to the most similarly listed item for costing purposes. If no similar item is listed, a claim can still be filed and supplemental cost data will be utilized during evaluation.
- (b) A maximum claim limit is established at \$200.00 for clothing and qualified personal property and \$300.00 for firearms per person, per incident, unless specifically approved by the commissioners court.
- (c) The loss of a firearm is not reimbursable unless it is actually taken during a criminal incident or situation. Repair of damaged firearms is not covered under this division.

(Admin. Policy Manual, § F(6.14—6.16))

Sec. 90-525. - Maximum reimbursable costs; review.

Maximum reimbursable costs for listed items will be periodically reviewed by the purchasing department and recommended for approval by the commissioners court. The trade association International Fabricare Institute's concept for adjusting values for consumer textile products will be adopted for use in equitably valuing claims.

(Admin. Policy Manual, § F(6.17))

Secs. 90-526—90-560. - Reserved.

## **ARTICLE IV. - REAL PROPERTY<sup>9</sup>**

### **DIVISION 1. - GENERALLY**

Sec. 90-561. - Leasehold/building improvements.

Land is recorded at market value and it is not subject to depreciation. The county's leasehold/building improvements capitalization threshold is \$100,000.00.

(Ord. No. 2002-301, 2-12-2002)

Sec. 90-562. - Software capitalization.

---

<sup>9</sup> **State Law reference—** Public buildings and works, V.T.C.A., [Local Government Code § 291.001](#) et seq.

Software capitalization includes purchased or county developed software with combined cost of \$100,000.00 or more or an individual cost of \$10,000.00 or more are considered capital items.

(Ord. No. 2025-0075, 1-21-2025, Ord. No. 2002-301, 2-12-2002)

Sec. 90-563. - Personally-owned property or belongings of an employee or an elected official. <sup>10</sup>

This policy is designed to protect the county against claims for damage or loss in connection with the voluntary use of personally-owned property or belongings in the workplace. For their own convenience, employees and elected officials may bring personally-owned property or belongings to county workplaces. The county does not assume—and specifically disclaims—responsibility for any personally-owned property or belongings located on its premises or that is carried, worn, or otherwise used by employees and elected officials during the course of their work for the county. Employees and elected officials who choose to bring personally-owned property or belongings to work do so at their own risk.

(Ord. No. 2014-1703, 12-16-2014)

Secs. 90-564—90-580. - Reserved.

## **DIVISION 2. - SALE/LEASE OF REAL PROPERTY<sup>11</sup>**

Sec. 90-581. - Policy established.

The following policy for the sale or lease of real property under V.T.C.A., [Local Government Code ch. 263](#) is established.

(Admin. Policy Manual, § F(7.00))

Sec. 90-582. - Appointment of commissioner.

The commissioners court, pursuant to V.T.C.A., Local Government Code § 263.001, shall appoint a commissioner to sell or lease real property owned by the county.

(Admin. Policy Manual, § F(7.01))

Sec. 90-583. - Notice of intent.

Before a sale or lease is made, the commissioners court shall approve and publish a notice of its intent to sell or lease, as appropriate, the real property. The notice shall:

- (1) Be published in English in a newspaper of general circulation in the county and, if the real property is located in another county, in a newspaper of general circulation in that other county;
- (2) Be published on two dates, with the date of the second publication occurring before the 14th day of the award of the sale or lease is made;
- (3) Include a description of the real property including its location;

---

<sup>10</sup> **Editor's note**— Ord. No. 2014-1703 , adopted Dec. 16, 2014, enacted provisions intended for use as § 90-561. Inasmuch as there were already provisions so designated, said ordinance has been codified herein as § 90-563 at the discretion of the editor.

<sup>11</sup> **State Law reference**— Rental of public buildings and works, V.T.C.A., [Government Code § 1473.054](#); sale or lease of real property, V.T.C.A., [Local Government Code § 263.001](#).

- (4) Include a description of the procedure by which sealed bids or sealed proposals for the sale or lease may be submitted; and
- (5) Include a specification as to whether payment must be in money or whether an exchange of real estate or other proposals will be considered.

(Admin. Policy Manual, § F(7.02))

Sec. 90-584. - Presale requirements.

Before selling property under this division the commissioners court shall:

- (1) Obtain an appraisal of the property's fair market value; and
- (2) Determine a minimum bid amount, based on the appraisal. The minimum bid amount shall not be less than the fair market value of the property as established by the appraisal. Bids must be for money only unless proposals suggesting exchange of real estate or other offers have been solicited.

(Admin. Policy Manual, § F(7.03))

Sec. 90-585. - Rejection of bids.

The commissioners court shall retain the right to reject any and all bids submitted.

(Admin. Policy Manual, § F(7.04))

Secs. 90-586—90-610. - Reserved.

### **DIVISION 3. - ACQUISITION**

#### **Subdivision I. - In General**

Secs. 90-611—90-630. - Reserved.

#### **Subdivision II. - Rejection of Unsolicited Conveyance**

Sec. 90-631. - Execution and filing of affidavit.

- (a) The public works department shall submit the attached form court order, see exhibit A and the affidavit of rejection, see exhibit B, or a form substantially similar thereto, to reject any and all unsolicited conveyance deeds.
- (b) The director of public works or his designee will execute the affidavit on behalf of the county.
- (c) The public works department will file the executed affidavit in the deed records of the county.
- (d) Failure to file the affidavit of rejection in the deed records of the county shall not be construed as de facto acceptance of any unsolicited deed by the county.

(Ord. No. 97-1130, 6-10-1997)

#### EXHIBIT A COURT ORDER

ORDER NO. \_\_\_\_\_

DATE: \_\_\_\_\_

|                  |   |  |
|------------------|---|--|
| STATE OF TEXAS   | § |  |
| COUNTY OF DALLAS | § |  |

BE IT REMEMBERED, at a regular meeting of the commissioners court of Dallas County, Texas, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ on motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, the following order was adopted:

WHEREAS, this matter was briefed to the Dallas County commissioners court on (date); and

WHEREAS, pursuant to Commissioners Court Order No. \_\_\_\_\_ - \_\_\_\_\_ dated (date), the Dallas County commissioners court adopted a policy to dispose of unsolicited conveyance deeds from property owners to the county in exchange for the payment and full release of all outstanding ad valorem property tax, penalty, interest, attorney's fees and other governmental charges; and

WHEREAS, an unsolicited conveyance deed has been filed in the real property records of Dallas County, Texas.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED by the commissioners court of Dallas County, Texas, that the attached affidavit of rejection of alleged deed without warranty be filed in the real property records of Dallas County, rejecting the deed without warranty from \_\_\_\_\_ dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, real property records of Dallas County, Texas, in accordance with the policy adopted by the commissioners court in Court Order No. \_\_\_\_\_ - \_\_\_\_\_.

DONE IN OPEN COURT this the \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, \_\_\_\_\_.

|                               |                             |                             |
|-------------------------------|-----------------------------|-----------------------------|
| _____<br>(Name), County Judge | _____<br>(Name), District 1 | _____<br>(Name), District 2 |
|-------------------------------|-----------------------------|-----------------------------|

|   |                             |
|---|-----------------------------|
| _____<br>(Name), District 3                                       | _____<br>(Name), District 4 |
| Recommended by: _____<br>(Name), P.E.<br>Director of Public Works |                             |

(Ord. No. 97-1130, exh. A, 6-10-1997)

EXHIBIT B

|                  |   |                                     |
|------------------|---|-------------------------------------|
| STATE OF TEXAS   | § |                                     |
|                  | § | KNOW ALL PERSONS BY THESE PRESENTS: |
| COUNTY OF DALLAS | § |                                     |

**AFFIDAVIT OF REJECTION OF  
ALLEGED DEED WITHOUT WARRANTY**

Before me personally appeared \_\_\_\_\_ and upon his/her oath duly deposed and stated as follows:

1. My name is \_\_\_\_\_. I am over 18 years of age, have never been convicted of a felony, and am competent to make this affidavit. I have personal knowledge of all facts stated herein.
2. I am employed as \_\_\_\_\_. In the regular course and scope of my duties, I supervise transfers, assignments, purchases, abandonments or other dispositions of real property on behalf of Dallas County, Texas. The commissioners court of Dallas County, Texas, has conferred the authority to the department of public works to supervise the disposition of property to and from Dallas County, Texas.
3. Attached to this affidavit is an instrument denominated "deed without warranty" filed in volume \_\_\_\_\_, page \_\_\_\_\_ in the real property records of Dallas County, Texas. Such instrument purports to convey an interest in the property referenced in exhibit A thereto and incorporated by reference therein (the "property").
4. Dallas County, Texas, has not tendered or paid any consideration whatsoever for the property referenced in the alleged deed without warranty. There was no consideration for the alleged transfer.
5. Dallas County, Texas, has not bargained, compromised, settled, foreclosed or acquired any right, title or interest in the property.
6. The recitals in the alleged deed without warranty of the alleged consideration and the alleged "full payment and release of all ad valorem property tax, etc." are incorrect and inaccurate. Dallas County, Texas, by and through the public works department, has not requested or agreed to any of the terms set forth in the alleged deed without warranty.
7. Dallas County, Texas, expressly disapproves, declines and rejects the representations, warranties and alleged transfer of the property in the alleged deed without warranty.
8. This affidavit of rejection of alleged deed without warranty shall be filed in the real property records of Dallas County, Texas, and shall be public notice that the terms of the alleged consideration, payment and transfer of the property should be considered null and void and that the property does not vest in Dallas County, Texas.
9. This affidavit of rejection of alleged deed without warranty further expressly rejects any alleged right, title or interest in the possession or fee interest in the property as a result of the alleged deed without warranty.

Further Affiant Sayeth Not.

|  |                |
|--|----------------|
|  | _____<br>Name: |
|--|----------------|

|  |                            |
|--|----------------------------|
|  | Title:<br>County of Dallas |
|--|----------------------------|

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_  
 / \_\_\_\_\_, \_\_\_\_\_.

|  |   |
|--|---|
|  | _____<br>Notary Public in and for<br>the State of Texas |
|  | _____<br>Notary's Name Printed                          |
|  | _____<br>Commission Expires                             |

After Recording Return to:

|                                |     |         |                     |
|--------------------------------|-----|---------|---------------------|
| County                         |     | of      |                     |
| 411                            | Elm | Street, | 4th                 |
| Dallas,                        |     | Texas   | Dallas              |
| Attn: Director of Public Works |     |         | Floor<br>75202-3389 |

(Ord. No. 97-1130, exh. B, 6-10-1997)

Secs. 90-632—90-650. - Reserved.

**ARTICLE V. - INDEPENDENT APPRAISAL SERVICES POLICY**

Sec. 90-651. - Scope of article.

The purpose of this article is to establish procedures and criteria for the employment of state certified general real estate appraisers to independently value real property for governmental purposes and/or to provide expert testimony on behalf of the county in accordance with applicable appraisal standards, the constitution and laws of the state, and all applicable federal laws and regulations. Such employment shall, in conformity with V.T.C.A., [Government Code § 2254.003](#), be on the basis of demonstrated competency to perform the services and for a fair and reasonable fee.

(Ord. No. 99-628, § I, 3-30-1999)

Sec. 90-652. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Independent appraiser* means an individual who performs the professional service of evaluating real estate for a fee and operates independently without influence, guidance or control of others.

*Professional appraisal organization* means an organization which requires its members to meet specific minimum standards of education, completion of specified appraisal courses, written examinations and the submission and approval of an extensive and detailed demonstration appraisal report.

*Professional designation* means a title conferred upon an individual by a professional appraisal organization, signifying the attainment of a specific level of proficiency in appraising various types of real estate. Professional designations normally relate to the type of property which the appraiser is qualified to appraise.

(Ord. No. 99-628, § II, 3-30-1999)

Sec. 90-653. - Qualifications.

To be considered for employment by the county, the independent appraiser must meet the following qualifications:

- (1) Be a state certified general real estate appraiser certified by the state appraiser licensing and certification board.
- (2) Be currently engaged in the profession of appraising real estate for a fee.
- (3) Have a minimum of five years' appraisal experience.
- (4) Have experience as an expert witness in eminent domain proceedings in the state.

(Ord. No. 99-628, § III, 3-30-1999)

Sec. 90-654. - Documentation of qualifications.

- (a) All independent appraisers desiring to be considered for appraisal work with the county will be required to submit the form entitled, "Application for Independent Fee Appraiser" to the department of public works.
- (b) The department of public works will forward all applications to the appraiser selection committee for consideration and inclusion on the approved independent appraiser list.
- (c) All independent appraisers listed on the approved independent appraiser list will be requested to update their qualifications periodically and furnish copies of their state certification renewals.
- (d) All independent appraisers will be required, as a condition of being considered for employment, to furnish the county with an authorization for the release of prior work history information.

(Ord. No. 99-628, § IV, 3-30-1999)

Sec. 90-655. - Appraiser selection committee.

- (a) *Composition; establishment.* A committee composed of the following membership will be established on a permanent basis:
  - (1) Senior property appraiser (chairperson);
  - (2) Purchasing agent (or designee);
  - (3) Director of planning and development;
  - (4) Minority business officer;
  - (5) Senior design civil engineer; and

- (6) Assistant district attorney (advisory, nonvoting member).
- (b) *Responsibilities.* The committee will be responsible for the following:
  - (1) Reviewing all new applications as provided by the department of public works.
  - (2) Interviewing applicants as determined necessary.
  - (3) Establishing, maintaining and updating the approved independent appraisers list.
  - (4) Affording applicants and previously qualified appraisers an opportunity to update their appraisal experience.
  - (5) Selecting and providing the public works department with the name of the appraiser and alternate appraiser matched to each appraiser assignment under the guidelines of section 90-656.
  - (6) Review recommendations from the district attorney and/or public works department to remove appraisers from the county's approved appraiser list.

(Ord. No. 99-628, §§ V, VI, 3-30-1999)

Sec. 90-656. - Selection of appraisers; awarding of contracts.

- (a) Appraisers shall be evaluated and selected on the basis of the following 100 point criteria:
  - (1) *Experience.*
    - a. Experience in appraising similar properties for government purposes ..... 40
    - b. Experience in the particular market or neighborhood ..... 10
    - c. Experience as an expert witness in eminent domain proceedings ..... 10
  - (2) *Current and/or prior work with county.*
    - a. Number of parcels currently under contract with the county ..... 10
    - b. Prior work performance in meeting contractual requirements appraisal organization ..... 10
  - (3) *Designations.* Designation from a nationally recognized appraisal organization ..... 5
  - (4) *Female/minority participation* ..... 15

Total ..... 100

- (b) Upon selection of an appraiser by the appraiser selection committee, the department of public works can immediately begin to negotiate a fee with the selected appraiser. If it is not possible to successfully negotiate an appropriate fee and contract schedule with the selected/highest ranked appraiser, the negotiations will be terminated and negotiations may then be commenced with the second appraiser selected by the appraiser selection committee. If it is not possible to successfully negotiate an appropriate fee and contract schedule with the second appraiser, the negotiations will be terminated and the department of public works will resubmit the appraisal request to the appraiser selection committee for the selection of additional appraisers or cancel the appraisal request.
- (c) If a fee is negotiated under the guidelines of subsection (b) of this section, then the commissioners court will be briefed on the negotiated fee. This briefing shall also discuss the extent to which the selected appraiser has had other appraisal contracts with the county over the past 12 months, should the court concur with the proposed appraiser and fee, a court order authorizing the contract will be scheduled for the formal court agenda.

(Ord. No. 99-628, § VII, 3-30-1999)

Sec. 90-657. - Responsibilities of the department of public works.

The department of public works will be responsible for:

- (1) Coordinating district attorney requirements for specific appraisal assignments.
- (2) Submitting appraisal requests to the appraiser selection committee.
- (3) Negotiating fees with appraisers recommended by the appraiser selection committee, or as authorized by the commissioners court.
- (4) Securing authority from the commissioners court to award a contract upon notification of the recommendation of the appraiser selection committee.
- (5) Management of the contract.
- (6) Informing the contracted appraiser to proceed with appraisal work.
- (7) Monitoring contract terms and performance.
- (8) Receiving appraisal reports.
- (9) Initiating payment to the independent appraiser upon completion of the contract.
- (10) Maintaining current knowledge of appraisal fees paid by the county and other governmental organizations to be used in ascertaining that fees charged to the county are fair.

(Ord. No. 99-628, § VIII, 3-30-1999)

Sec. 90-658. - Exceptions.

- (a) Former county employees will not be considered as being qualified for performing as independent fee appraisers within one year following the termination of their employment.
- (b) The district attorney will select the appraiser from the approved independent appraiser list as an expert witness for those cases in which the county commissioners court has authorized condemnation proceedings and forward his recommendation to the department of public works who will negotiate a fair fee and submit the district attorney's final recommendation to the commissioners court for their approval.

(Ord. No. 99-628, § IX, 3-30-1999)

Sec. 90-659. - Performance evaluation.

Each appraisal submitted by an independent fee appraiser will be reviewed by the senior property appraiser for technical accuracy, compliance with contractual requirements and professional standards as follows:

- (1) A standard checklist will be prepared in sufficient detail to present an overview of the appraisal evaluated.
- (2) The checklist for each appraisal received will be completed and provided to the appraiser selection committee for filing and consideration in retaining a specific appraiser on the approved list and/or in making future awards.
- (3) The district attorney will brief the appraiser selection committee with regard to performance of those independent appraisers who testify as expert witnesses at special commissioner's hearings and/or trials.
- (4) Appraisals or expert witness testimony which has been determined unacceptable by the committee will be grounds for removal of the appraiser from the county's approved appraiser list for 13 months, at which time the appraiser may reapply to be considered as an eligible appraiser.

(Ord. No. 99-628, § X, 3-30-1999)

Sec. 90-660. - Effective date and applicability of article.

This article shall become effective upon approval by the county commissioners court. It supersedes the policy approved by Court Order No. 93-1459, dated August 31, 1993. This article takes precedence over any other prior county policies found to be in conflict. Where this article is in conflict with state or federal law, the state or federal law takes precedence.

(Ord. No. 99-628, § XI, 3-30-1999)