

Titled Property Policy

Because of record keeping requirements from the County's Insurance Company it is imperative to come up with a comprehensive policy on how Titles of certain property is kept and filed. This policy is designed to fulfill that requirement and provide guidance on how these Titles should be stored from this point forward.

Certain Departments currently have their own purchasing programs for County Property and thus have their own Title filing system. These Departments are as follows: The Sheriff's Department, The Probation Department, and The Highway Department. This policy will not change or alter those programs or those departments current filing system. The policy will request that those Departments with their own decentralized purchasing and filing system, provide the County board office, for record, copies of any Titles to property that is purchased and owned by those departments.

Any other County Department purchasing vehicles or titled property are to forward the original copies of Title to the Board Office for filing in a central location. These Titles will be stored here for security and convenience reasons.