

County Officials Orientation Program (COOP)

Sheriff Checklist

- Oaths of office taken, signed, and filed with appropriate court.
- Surety bond is approved by the CLB, recorded with Register of Deeds, and filed with County Clerk. Note: the bond must be transmitted to the County Clerk for filing within either forty (40) days after the election or twenty (20) days (September 21st) after the term of office begins. If obtaining insurance instead of a bond, the certificate of insurance must be recorded with the Register of Deeds.
- Review personnel policy - Check with County Clerk.
- Review county ethics policy - Check with County Clerk.
- Do not fire anyone or make any other personnel changes without checking with the county attorney.
- Review budget (either adopted or proposed). Sheriffs have thirty (30) days from taking office to file a salary suit or sign a letter of agreement.
- Review county's current financial/purchasing policies.
- Review all contracts and interlocal agreements for law enforcement and jail operations.
- Review fixed asset inventory list. For decentralized counties, check with the mayor's office or budget office to get this list. For centralized counties, check with the finance or budget office for this list.
- Review documented internal controls, risk assessments, and the office's list of capital assets.
- Do not throw anything away without checking with the records commission.