Authority
In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

Purpose
To establish procedures for accountability of Department property. This will be accomplished through accurate property records and annual inventory per AS 37.05.160.

Application
To all employees involved in the procurement, storage or utilization of Department property.

Definitions
As used in this document, the following definitions shall apply:

A. Facility Manager:
The employee designated by the Superintendent, Regional Administrator or Unit Manager to monitor facility maintenance activities, coordinate with the Division of Facilities Management and other Departmental staff to develop long term facility programs; may be the Assistant Superintendent, Unit Supervisor, Administrative Officer or another staff member on a full time or additional duty basis; may be performed by the Superintendent, District Supervisor or Unit Manager.

B. Major Fixed Equipment:
All equipment which is securely and permanently fastened to the building or any equipment with a current depreciated value of $1,000.00 or more.

C. Major Property:
Buildings, plant facilities, real estate, etc.

D. Minor Equipment:
All equipment and furnishings having a depreciated value of over $500.00 and less than $1,000.00.

Policy
Accountability for all Department property and supplies will be maintained through inventory. These inventories will be conducted regularly.

Procedures
A designated Supply Officer shall be responsible for conducting periodic inventories of equipment, noting all discrepancies, additions or deletions in the equipment inventory. The Superintendent, Regional Administrator, or Unit Manager shall oversee the inventory and submit the results to the Department Supply Officer through the Division or Regional Director.

A. Inventory Assignments:
Department property will be categorized for inventory to include:
1. **Warehouse Stock:**

   Warehouse stock will be inventoried as directed by the Facility Manager. This process may be a perpetual inventory system simplified by use of computer or record cards. This record may contain a listing of each item on hand, when received, when reordered, when issued, and the balance in warehouse stock. Typically warehouse stock items include:

   a. **Food supplies;**
      
      NOTE: All food orders in accordance with 805.01, Menu Planning and Meal Service, 805.04, Nutritional Adequacy of Prisoners' Diet, and related policies, must be accompanied by a current Food Supply Perpetual Inventory (form 20-302.06A) for the Regional Director's information and to prevent warehouse stock accumulation beyond established back-up inventory and to eliminate ordering items which are already on hand.

   b. **Stationery;**
   c. **Cleaning supplies;**
   d. **Clothing stores; and**
   e. **Standard stock such as craft shop items, plumbing and carpentry supplies, tools, and similar items.**

2. **Minor Equipment:**

   Minor equipment and furnishings with a value of at least $500.00 and less than $1,000.00 will be inventoried annually. Equipment records listing the location of all such property will be maintained by the designated Supply Officer. These property records will include the following item information:

   a. **Description, including the condition of the item;**
   b. **Location;**
   c. **Responsible supervisor; and**
   d. **Purchase date and acquisition price.**

3. **Major Fixed Equipment:**

   Major fixed equipment having a value of more than $1,000.00 will be inventoried annually. Records of this property shall be maintained by the designated Supply Officer and will contain the information as listed in Section VI.A.2. above. Major fixed equipment includes:

   a. **Office equipment;**
   b. **Kitchen equipment;**
   c. **Heating and cooling equipment;**
   d. **Maintenance equipment; and**
   e. **Vehicles.**

4. **Major Property:**

   Major property includes buildings, plant facilities and land. Records and descriptions of this property will be maintained at the institution or facility and by the Facilities Management Division.

5. **Other Types of Property:**

   a. An item must have a value in excess of $500.00 and a life expectancy beyond one year to be included in inventory;
   b. Items such as cameras, weapons, badges, calculators, small power tools and other like items which cost less than $500.00 will be included in inventory as required exceptions; and
c. Other standard items which must be included in inventory are typist chairs, side chairs, stools and the like.

6. Leased or Rented Property:
Leased, rented, borrowed and loaned items must be inventoried and accounted for. These include, but are not limited to, vehicles, copiers, postage meters, typewriters and dictation equipment, which are rented, leased, borrowed or loaned for a period in excess of six months.

7. Donated Property:
Items donated for the recreation or well being of prisoners, clients, and beneficiaries of the Department such as vehicles, television sets, pool tables, and paintings, having a value of $500.00 or more, and a life expectancy of more than one year, must be included in inventory.

8. Excluded Property:
Items specifically excluded from inventory are installed items such as light fixtures, toilets, etc., as they are included within major property assessment.

9. Surplus Property:
Items removed from inventory as surplus according to established procedures for disposition of surplus property should be reported at the time of disposition. Cross off inventory and enter "Surplus"ed and date behind each item as designated.

B. Inventory Reports:
A written record will be completed and forwarded to the Departmental Supply Officer for review and action at least annually to include:

1. A listing of all new equipment;
2. A listing of any equipment "surplus"ed or to be sent to surplus;
3. Un tagged equipment listed on inventory; however, this occurrence should be avoided through proper reporting and tagging when property is originally acquired;
4. Equipment items identified on the inventory whose tag has been removed, the number defaced, or missed tagging when acquired and require retagging.
5. Out-of-Place equipment noted which is not part of the unit inventory. Such items, when found, should be returned to the proper unit custodian for placement and proper location noted.
6. Missing equipment from inventory that has been verified unlocatable after research and confirmation that it is not out for repair, loaned, transferred or in storage. A full explanation must be included for each item missing from inventory.

Implementation
This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. After local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.
Applicable forms:
302.06A