



STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 4
	CHAPTER: 300	NUMBER: 302.06	P&P TYPE: Public
	TITLE: Inventory Control		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 09/28/18
ATTACHMENTS / FORMS: (None.)	AUTHORITY / REFERENCES: 22 AAC 05.155 AS 37.05.150 AS 33.05.010 AS 37.05.160 AS 33.16.180 AS 44.28.030 AS 33.30.011 DOC P&P 805.01 AS 33.30.021 DOC P&P 805.03		

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for the accountability of all Department property, in accordance with the Department of Administration, Property Control Manual.
- II. It is the policy of the Department to maintain accurate property records and to conduct inventories at regular intervals in order to maintain and verify the accuracy of those records.

APPLICATION:

This policy and procedure will apply to all Department employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Facility Manager:

The employee designated by their Division Director, Superintendent or designee, to monitor maintenance activities, coordinate with the Division of Facilities Management and other Departmental staff to develop long term facility management 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, Chief Probation Officer (CPO) or Unit Manager.

Major Fixed Equipment:

All equipment which is securely and permanently fastened to the building or any equipment with a current depreciated value of \$5,000.00 or more.

Major Property:

Buildings, plant facilities, real estate, etc.

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Minor Equipment:

All equipment and furnishings having a depreciated value of \$5,000.00 or more.

PROCEDURES:

A designated Property Officer shall be responsible for conducting periodic inventories of equipment, noting all discrepancies, additions or deletions in the equipment inventory. The Superintendent, Chief Probation Officer (CPO), Administrative Officer, Administrative Assistant, on-site Property Custodian or designee shall oversee the inventory and submit the results to the Department Property Officer through their Division Director or designee.

I. Inventory Assignments:

Department property will be categorized for inventory to include:

A. 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:

1. Food supplies;

NOTE: All food orders must be in accordance with DOC P&P 805.01, Food Service Standards and DOC P&P 805.03, Special And / Or Religious Diets Or Meals, and related policies. Food Service Managers must prevent warehouse stock accumulation beyond established back-up inventory and should eliminate ordering items which are already on hand.

2. Cleaning supplies;

3. Clothing stores; and

4. Standard stock such as craft shop items, plumbing and carpentry supplies, tools, and similar items.

B. Minor Equipment:

Minor equipment and furnishings with a value of at least \$5,000.00 or more will be inventoried annually. Equipment records listing the location of all such property will be maintained by the designated Property Officer. These property records will include the following item information:

1. Description, including the condition of the item;

2. Location;

3. Responsible supervisor; and

4. Purchase date and acquisition price.

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C. Major Fixed Equipment:

Major fixed equipment having a value of \$5,000.00 or more will be inventoried annually. Records of this property shall be maintained by the designated Property Officer and will contain the information as listed in B. above. Major fixed equipment includes:

1. Office equipment;
2. Kitchen equipment;
3. Heating and cooling equipment;
4. Maintenance equipment; and
5. Vehicles.

D. 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.

E. Other Types of Property:

1. Non-consumable property and equipment valued at \$5,000.00 or more, Free On Board (FOB) final destination, regardless of the funding source or means of acquisition. This property must be inventoried and tagged / marked with a property control number.
2. Sensitive items - Specific items which must be inventoried and tagged / marked with a property control number regardless of original acquisition cost, funding source, or means of acquisition. The State property sensitive item descriptions can be found on the Division of General Services, Property website at the link below:

<http://doa.alaska.gov/dgs/property/>

Note: Property items that, when installed, become an integral part of another unit of property or a building are not considered controlled property.

F. Leased or Rented Property:

Lease purchase or installment purchase equipment or long-term rental equipment and supplies on loan for contractor or grantee use must be treated as controlled property.

G. Donated Property:

Items donated for the recreation or wellbeing of prisoners, clients, and beneficiaries of the Department such as vehicles, television sets, pool tables, and paintings, having a value of \$5000.00 or more, and a life expectancy of more than one (1) year, must be included in inventory.

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H. Excluded Property:

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

I. Surplus / Excess Property:

1. 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 "Surplused" and date behind each item as designated.
2. Departments may donate excess property to a government entity or non-profit organization if the excess property cannot be utilized by other State departments with excess property needs or is not marketable for sale methods as outlined in the Department of Administration, Property Control Manual. Departments must obtain approval from the State Property Manager before a property item can be donated.

II. Inventory Reports:

A written record will be completed and forwarded to the Departmental Property Officer for review and action at least annually to include:

- A. A listing of all new equipment;
- B. A listing of any equipment "surplused" or to be sent to surplus;
- C. Un-tagged equipment listed on inventory; however, this occurrence should be avoided through proper reporting and tagging when property is originally acquired;
- D. Equipment items identified on the inventory whose tag has been removed, the number defaced, or missed tagging when acquired and require re-tagging.
- E. 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.
- F. Missing equipment from inventory that has been verified un-locatable 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.

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