

## ILLINOIS STATE POLICE DIRECTIVE ADM-128, PROPERTY CONTROL

<b>RESCINDS:</b> ADM-128, 2015-015, revised 04-30-2015	<b>REVISED:</b> 09-08-2017 <b>2017-053</b>
<b>RELATED DOCUMENTS:</b> EQP-013, ORD-001	<b>RELATED CALEA STANDARDS:</b> 1.3.9, 17.5.1, 17.5.2, 17.5.3

### I. POLICY

The Illinois State Police (ISP) will ensure accurate accounting, control, and use of its resources.

### II. AUTHORITY

30 ILCS 605/, et seq., "State Property Control Act"

### III. DEFINITIONS

III.A. Notice of New Equipment or Equipment Transfer form, ISP 1-011 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>) - required when transferring any property from one location to another and the inventory management software is not operational. An ISP 1-011 must be completed with signatures and maintained by the original property custodian to ensure accountability.

III.B. Personal inventory items - ISP property valued in excess of \$500, or items with a purchase price of at least \$100 but less than \$500 which are considered by the statewide property manager to be at high risk for loss, assigned to an employee and must be signed for by both the person transferring and receiving these items. Items under this threshold will be the responsibility of each employee to whom the items are assigned.

III.C. Property - any tangible, non-consumable asset (expected life of at least one year), owned by the state of Illinois, consigned to the Department, and valued in excess of \$500, or items with a purchase price of at least \$100 but less than \$500 which are considered by the statewide property manager to be at high risk for loss (does not include evidence).

III.D. Property custodian - the designee of the property manager at a given location who is charged with exercising authority over and responsibility for property. Others can be designated to assist the property custodian.

III.E. Property Loan/Custody Form - a form used by each employee loaning assigned equipment to outside of their immediate control.

III.E.1. The form can be found on the Administrative Services Bureau (ASB) website at <http://home.statepolice.il/ofb/>.

III.E.2. The Property Loan/Custody Form will consist of no less than:

- III.E.2.a. The date loaned
- III.E.2.b. Property loaned from area
- III.E.2.c. Property loaned to area
- III.E.2.d. Signed by the borrower with their name printed
- III.E.2.e. ISP inventory number
- III.E.2.f. Description
- III.E.2.g. Purchase price
- III.E.2.h. Expected date of return
- III.E.2.i. Upon return, actual date of return

III.F. Statewide Property Manager – The individual designated by the Colonel of the Division of Administration to oversee the overall property management function.

III.G. Property manager – a supervisor designated by the work commander to oversee property control and the property custodian at that property location.

III.H. Request for Deletion from Inventory form, IL401-1353 – the form used to request removal of equipment from inventory.

III.I. Surplus property – any equipment for which the holding agency has no further use and may be useful to another state agency.

III.J. Value – the monetary worth of an item as indicated by the individual purchase price paid by the State.

#### IV. RESPONSIBILITIES

IV.A. Each ISP employee will:

IV.A.1. Ensure accountability for items assigned to that employee or used and maintained outside the confines of the location.

IV.A.2. Maintain property loan/custody forms for the equipment assigned to that employee that is loaned to another individual or agency.

IV.A.3. Cooperate fully in the execution of inventories and equipment inspections.

IV.A.4. Report to the property custodian any movement of equipment assigned or location.

IV.A.5. Report changes in the serviceability of property consigned to the facility or work center.

## IV.B. Property custodians will:

- IV.B.1. Submit, in writing and with documentation to the property manager, the names of individuals not complying with the property policies and recommendations for resolution. If the issue cannot be resolved by the property manager, recommendations should be forwarded through the chain-of-command until corrective action is achieved.
  - IV.B.2. Ensure that all items of property consigned to the location (in excess of \$500, or with a purchase price of at least \$100 but less than \$500 which are considered by the statewide property manager to be at high risk for loss) are tagged, labeled, or marked.
  - IV.B.3. Ensure accountability for items assigned to the location, property in custody of subordinates, or property used or maintained outside the confines of the location.
  - IV.B.4. Ensure equipment is stored and maintained in a state of operational readiness to include preventative maintenance, care, and cleaning.
  - IV.B.5. Cooperate fully in the execution of inventories and equipment inspections.
  - IV.B.6. Maintain a property/equipment file, by individual and/or room, as appropriate.
  - IV.B.7. Supply each employee assigned to their location an inventory report from the inventory management system of the items assigned to the employee by no later than the end of each quarter or at reporting periods approved, in writing, by the Director or designee.
    - IV.B.7.a. The employee will verify the accuracy of the information, sign and date the form, and return to the property custodian.
    - IV.B.7.b. The annual inventory that occurs during the first quarter of each calendar year and is mandated by CMS can serve as the employee's accountability for the first quarter.
- NOTE:** The Director may grant an exception to the requirement for quarterly inventory reports.

- IV.B.8. Prepare, submit, and maintain records and required reports (Notice of New Equipment or Equipment Transfer, form ISP 1-011) for all items acquired, transferred, or disposed of with a value in excess of \$500, or with a purchase price of at least \$100 but less than \$500 which are considered by the statewide property manager to be at high risk for loss.
  - IV.B.9. Report changes in the serviceability of property consigned to the location.
  - IV.B.10. Inform the property manager upon discovery of the loss, theft, or destruction of any item of property.
  - IV.B.11. Notify Fixed Assets and Property Control, Public Safety Shared Services Center (PSSSC), of a custodian change. A master listing of property will be generated by the departing custodian and submitted to the new custodian to complete their initial physical inventory.
- IV.C. Property managers will:
- IV.C.1. Ensure property custodians are designated for property location codes consigned to their organizational entities.
  - IV.C.2. Ensure all documentation with the custodian is accurate, along with matching accurate information on the inventory management system.
  - IV.C.3. Oversee collection of forms required for processing property acquisition, transfer, or disposal.
  - IV.C.4. Coordinate requests for surplus property and arrange for procurement of equipment to fulfill special operational needs, within the scope of budgetary constraints.
  - IV.C.5. Ensure accountability for property.
- Property managers, supervisors, or their designee(s), will meet to review, discuss, and take necessary action on state-owned and issued items with employees who are:
- IV.C.5.a. Resigning
  - IV.C.5.b. Retiring
  - IV.C.5.c. Being terminated or suspended
  - IV.C.5.d. Relieved of duty pending investigation
  - IV.C.5.e. Beginning intergovernmental assignment to another agency or a temporary duty assignment outside of the Department for 30 days or more
  - IV.C.5.f. Beginning a temporary duty assignment for 30 days or more or transferring to another work unit within the Department
  - IV.C.5.g. On a leave of absence for 30 days or more

- IV.C.5.h. Transferring to a work location within a new cost center
- IV.C.5.i. In another personnel status (not mentioned above) as determined by the appropriate supervisors i.e., administrative duty or restricted duty

IV.C.6. When possible, schedule meetings with the employee and the employee's supervisor at least 72 hours prior to the employee's date of separation, suspension, or reassignment. Employees on extended vacation or other off-duty time prior to their actual date of separation, suspension, or reassignment should be scheduled to meet at least 72 hours prior to taking the off-duty time.

IV.C.6.a. Supervisors will compare items surrendered with the inventory list(s) or other receipts signed by employees for items they have been issued, to ensure all issued items are turned in.

IV.C.6.b. Supervisors will provide receipts to the employee for all items that are surrendered and will ensure all items are returned to the proper locations.

IV.C.7. When applicable, receive, review, and disseminate reports, and maintain liaison with Fixed Assets and Property Control, PSSSC.

#### IV.D. Lost or Damaged Items

IV.D.1. Supervisors will determine if investigation is deemed necessary. All costs associated with repairing or replacing state-owned items lost or damaged due to neglect will be properly documented, with reimbursement being made in accordance with ISP Directive EQP-013, "Return of State-Owned Items of Issue." If deemed appropriate employees will be responsible for replacement items in accordance with the policy and the pertinent labor agreement. Supervisor should refer to EQP-013 with respect to investigating and documenting the lost or damaged item.

IV.D.2. Supervisors will forward to the Property Custodian reports of lost, stolen, or damaged items valued in excess of \$500, or other items with a purchase price of at least \$100 but less than \$500 which are considered by the statewide property manager to be at high risk for loss.

IV.D.3. The Property Custodian will ensure lost, stolen, or damaged items are deleted from inventory in accordance with section IV.I. and retain records of deletion requests for 5 years.

## PROCEDURES

## IV.E. Property Control

IV.E.1. When an item valued at more than \$500, or item with a purchase price of at least \$100 but less than \$500 which is considered by the statewide property manager to be at high risk for loss is purchased, the cost center will prepare an Invoice Voucher, form C-13 located in the Document Library, indicating the location of the equipment and forward it to the PSSSC.

IV.E.1.a. Fixed Assets and Property Control will return a copy of the C-13 along with an inventory tag to be affixed to the equipment.

IV.E.1.b. When a surface is not receptive to the inventory tag, writing on the equipment with a permanent marker, engraving, or painting the number on the equipment is permitted.

IV.E.2. Fixed Assets and Property Control will annually forward a complete listing of equipment assigned to each property location. The property custodian must ensure a complete physical inventory.

IV.E.3. Fixed Assets and Property Control will only accept property control forms submitted by designated property custodians from the location.

IV.E.3.a. When an electronic transfer has been initiated, the responding location will process the transfer within 30 days by accepting the item, putting it on hold or declining the transfer. Items placed on hold will be processed within 30 days from placing it on hold.

IV.E.3.b. When completing transfer forms, ISP 1-011s, the recipient will sign the form and return it within 45 days of receipt or the transferring commander and receiving commander will be notified.

IV.E.3.c. Fixed Assets and Property Control will post electronic batches that have been accepted within 30 days from acceptance.

## IV.F. Monthly Inventory Transaction Register

IV.F.1. Whenever any location has activity affecting its inventory, it will receive a monthly report indicating what transactions were handled.

IV.F.2. This monthly inventory transaction register must be returned within 15 working days to Fixed Assets and Property Control indicating the report is correct or incorrect.

IV.G. Any location receiving, transferring, deleting, or surplusizing any personal inventory items must notify the property custodian.

IV.H. The transfer of personal inventory items to an employee, between employees, or when personal inventory items are turned in, requires the recipient to sign a form ISP 1-011.

- IV.I. Property custodians will meet with new and departing employees to inventory personal inventory items at the employee's work location.
  - IV.I.1. All ISP employees will sign for personal inventory items assigned to them. When employees depart a location, the property custodian and employee will sign an inventory summary denoting personal inventory items are accounted for.
  - IV.I.2. ISP employees are responsible for personal inventory items assigned to them. Employees failing to produce the personal inventory items, or a signed receipt showing the item was transferred, are responsible for replacing the item in accordance with ISP Directive EQP-013 and pertinent labor agreements.
- IV.J. Surplus/Recycle Property
  - IV.J.1. Before delivering surplus property to the surplus warehouse or scheduling a pickup by a recycle vendor, the property custodian must first review the paperwork.
  - IV.J.2. All surplus/recycle property delivered to the surplus warehouse or pickup by recycle vendor must be entered into CMS Asset Works System and an appointment made.
  - IV.J.3. All information requested on the form must be provided. Non-inventory or commodity items will be identified by indicating "non-inventory or commodity" in the purchase price column.
    - IV.J.3.a. When signed by CMS or recycle vendor, this form will be forwarded to Fixed Assets and Property Control by the property custodian, and the equipment will be removed by indicating a transaction code of 40 (Surplus Warehouse).
    - IV.J.3.b. Any item delivered to the surplus warehouse without appropriate paperwork will be refused and will remain the responsibility of the holding location code.
- IV.K. Loaned Property
  - IV.K.1. If equipment is loaned from one location to another, it is the responsibility of personnel in the loaning location code to keep a receipt on file for that transaction and forward a copy to their property custodian.
  - IV.K.2. It is not necessary to fill out an ISP 1-011 form; however, a receipt for loaned equipment (Property Loan/Custody Form) is required. A sign out log may be used for this purpose.

## IV.L. Lost Property

- IV.L.1. An IL401-1353 form (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>) coded with a transaction code of 24 (Not Located) must have a complete justification and be signed by the First Deputy Director or the appropriate Colonel before the equipment will be removed from inventory.
- IV.L.2. Sworn personnel will attach a Field Report or ICase Report and code employees will attach a memorandum including details of any investigation or efforts to locate the property.

## IV.M. Vehicles

- IV.M.1. Property custodians will report all vehicle inventory activity directly to the Fleet Operations Section within 15 business days.
- IV.M.2. The Fleet Operations Section will report the acquisition, transfer, or disposal of all vehicles to Fixed Assets and Property Control.

## IV.N. Firearms

- IV.N.1. All Department owned firearms shall be assigned an ISP inventory control number.
- IV.N.2. Property custodians will report all firearm inventory activity directly to the Academy, Bureau of Training, Firearms Unit, no later than 30 calendar days following acceptance.
- IV.N.3. The Academy, Bureau of Training, Firearms Unit, will report the acquisition, transfer, or disposal of all firearms to Fixed Assets and Property Control.

## IV.O. Scrap/Trade-In

- IV.O.1 Contact Fixed Assets and Property Control for appropriate instructions
- IV.O.2 All intra-agency exchanges, trade-ins or exchanges with outside vendors, and other similar exchanges of any inventoried item must have prior, final approval by the Office of the Director.

## IV.P. Forms specified in the Property Control and Inventory Manual are completed for the following transactions:

- IV.P.1. New equipment purchased by a division
- IV.P.2. Intra-agency equipment transfers
- IV.P.3. Inter-agency equipment transfers

- IV.Q. The Property Control and Inventory Manual contains a listing of property transaction codes.
  
- IV.R. Inventory Management Software
  - IV.R.1. The inventory management software will be made available to all property custodians.
  
  - IV.R.2. This software will be the official ISP Inventory System.
    - IV.R.2.a. Custodians will be able to do electronic transfers.
    - IV.R.2.b. Custodians must keep the name and room fields, as appropriate, updated for each asset assigned to their location.
  
  - IV.R.3. Bar-code scanners are to be used to conduct the annual inventory process.
    - IV.R.3.a. If one cannot be purchased, scanners can be loaned from Fixed Assets and Property Control.
    - IV.R.3.b. If a barcode scanner is not available, the property custodian must manually update the inventory system.
    - IV.R.3.c. Any problems/suggestions associated with the inventory software will be reported to Fixed Assets and Property Control.

| Indicates new or revised items.

**-End of Directive-**