

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

<b>RESCINDS:</b> ADM-128, 2022-024, revised 02-01-2022	<b>REVISED:</b> 10-07-2024 <b>2024-034</b>
<b>RELATED DOCUMENTS:</b> EQP-013, ORD-001, Property Control and Inventory Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 4.3.1, 11.4.1, 17.5.1, 17.5.2, 41.3.2, 53.1.1

### 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. Material Request Form (MRF), ISP 2-043 – the form submitted to obtain budget approval for purchases and to request inventory tags.
- III.B. Notice of New Equipment or Equipment Transfer form, ISP 1-011 – required when transferring non-inventoried property from one location to another or when the inventory management software is not operational. An ISP 1-011 must be completed with signatures and maintained by the original Property Custodian for non-inventoried equipment to ensure accountability.
- III.C. Personal inventory items – ISP property valued in excess of \$2500, or items with a purchase price of at least \$100 but less than \$2500 which are considered by the Statewide Property Manager to be at high risk for loss, assigned to an employee. Items under this threshold will be the responsibility of each employee to whom the items are assigned.
- III.D. 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 \$2500, or items with a purchase price of at least \$100 but less than \$2500 which are considered by the Statewide Property Manager to be at high risk for loss (does not include evidence).
- III.E. 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.F. Property Loan/Custody form 2-658 – a form used by each employee loaning assigned equipment to outside of their immediate control.
- III.G. Property Control – the overall property management section located in the Office of Finance (OOF) under the Office of the Director (OOD).
- III.H. Statewide Property Manager – the individual designated by the Chief Financial Officer of the OOD to oversee the overall property management function.
- III.I. Property Manager – a supervisor designated by the work unit Commander to oversee property control and the Property Custodian at that property location. The Property Manager will be the Property Custodian's direct supervisor as indicated on the ISP Table of Organization (TO).
- III.J. Request for Deletion from Inventory form, ISP 2-664 – the form used to request removal of equipment from inventory.
- III.K. Surplus property – any equipment for which the holding agency has no further use and may be useful to another state agency.
- III.L. 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 change.
- 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 \$2500, or with a purchase price of at least \$100 but less than \$2500 which are considered by the Statewide Property Manager to be at high risk for loss) are tagged, labeled, or marked within 90 calendar-days of receipt.
- 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 inventory report, and return to the Property Custodian.
  - IV.B.7.b. The Property Custodian will provide Property Control with a list of all property located no later than the last day of the month after the quarter-end date.
  - IV.B.7.c. The annual inventory that occurs during the first quarter of each calendar year and is mandated by Central Management Services (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, or Request for Deletion from Inventory, form ISP 2-664) for all items acquired, transferred, or disposed of with a value in excess of \$2500, or with a purchase price of at least \$100 but less than \$2500 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 Property Control, OOF, 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 calendar-days or more
    - IV.C.5.f. Beginning a temporary duty assignment for 30 calendar-days or more or transferring to another work unit within the Department
    - IV.C.5.g. On a leave of absence for 30 calendar-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 Property Control, OOF.
- IV.D. Lost or Damaged Items
  - IV.D.1. Supervisors will refer to ISP Directive EQP-013, "Return of State-Owned Items of Issue," to determine if an investigation is deemed necessary and proper documentation of lost or damaged items. 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.
- | IV.D.2. Supervisors will forward to the Property Custodian reports of lost, stolen, or damaged items valued in excess of \$2500, or other items with a purchase price of at least \$100 but less than \$2500 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. of this directive and retain records of deletion requests for five years.

## PROCEDURES

### IV.E. Property Control

- | IV.E.1. When an item valued at more than \$2500, or item with a purchase price of at least \$100 but less than \$2500 which is considered to be at high risk for loss is purchased, the Budget and/or Grant Section will forward a copy of the MRF to Property Control.
  - | IV.E.1.a. Property Control will include an asset number on the MRF and forward to the Property Custodian.
  - | IV.E.1.b. Upon receipt of the equipment, the Property Custodian will submit an inventory tag request to Property Control.
  - | IV.E.1.c. Property Control will provide the Property Custodian with an inventory tag to be affixed to the equipment.
  - | IV.E.1.d. 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. 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. Property Control will only accept property control forms or inventory tag requests submitted by designated Property Custodians from the location.
  - | IV.E.3.a. When an electronic intra-agency transfer has been initiated by a Property Custodian for inventoried equipment, the responding location will process the transfer within 30 calendar-days by rejecting or approving the transfer. Transfers not rejected or approved within 30 calendar-days will be auto-approved on behalf of the receiving location.
  - | IV.E.3.b. When completing transfer form ISP 1-011 for non-inventoried equipment, 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.F. Monthly Inventory Activity Reports

- | IV.F.1. The Property Custodian will run monthly activity reports which will indicate all activity affecting inventory.
- | IV.F.2. The results of the monthly activity report must be returned within 15 working-days to the Property Manager indicating the report is correct or incorrect.
- | IV.F.3. The Property Manager must report any discrepancies to Property Control within 15 days of receipt.

### IV.G. Any location receiving, transferring, deleting, or sending personal items to surplus 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, "Return of State-Owned Items of Issue," and pertinent labor agreements.
- IV.J. Surplus/Recycle Property
  - IV.J.1. Inventoried Items
    - IV.J.1.a. Prior to delivering inventoried surplus property to the surplus warehouse or scheduling a pickup by a recycle vendor, all necessary paperwork must be submitted to Property Control for the creating of an electronic transfer. Property Control will then provide the Property Custodian with a CMS transfer number.
    - IV.J.1.b. A form ISP 1-011 signed by ISP must be provided. Information on the form must be completed or attached. A CMS electronic approval will be obtained through the electronic ISP Inventory System.
    - IV.J.1.c. Upon delivery or pickup of the inventoried surplus property, the Property Custodian will provide CMS or the recycle vendor with the CMS transfer number and will notify Property Control of the delivery or pick up. Confirmation of receipt will be obtained through the CMS AssetWorks System prior to the surplus property being removed from ISP inventory. Once removed from inventory, the deactivation date indicated in the ISP Inventory System will indicate the item has been sent to surplus.
  - IV.J.2. Non-Inventoried Items
    - IV.J.2.a. A transfer must be created by the Property Custodian in the CMS AssetWorks System for all non-inventoried surplus or recycle property and an appointment scheduled for delivery or pickup.
    - IV.J.2.b. All information requested on form ISP 1-011 must be provided. Non-inventory or commodity items will be identified by indicating "non-inventory or commodity" in the purchase price column.
    - IV.J.2.c. Once paperwork is signed by CMS or the recycle vendor, the Property Custodian will maintain the form in the location's internal records in accordance to the record retention schedule.
  - IV.J.3. All items delivered to the surplus warehouse or picked up by the recycle vendor without appropriate paperwork will be refused and will remain the responsibility of the holding location.
- 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, ISP 2-658) is required. A sign out log may be used for this purpose.
- IV.L. Lost/Stolen Property
  - IV.L.1. An ISP 2-664, ISP Request for Deletion from Inventory form, coded with a transaction code of 24 (Lost) or 25 (Stolen) must have a complete justification and be signed by the Division head or designee before the equipment will be removed from inventory.

- IV.L.2. Sworn personnel will attach a Field Report or appropriate ISP report management system 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 Services Bureau within 15 business-days.
  - IV.M.2. The Fleet Services Bureau will report the acquisition, transfer, or disposal of all vehicles to Property Control within 30 calendar-days.
- 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 Division of the Academy and Training Bureau of Training Firearms Unit no later than 30 calendar-days following acceptance.
  - IV.N.3. The DAT Bureau of Training Firearms Unit will report the acquisition, transfer, or disposal of all firearms to Property Control within 90 calendar-days.
- IV.O. Scrap/Trade-In
  - IV.O.1. Property Custodians must contact 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 and final approval by the OOD.
- 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.P.4. Deletion of equipment from inventory
  - IV.P.5. Surplus of equipment
- IV.Q. Inventory Management Software
  - IV.Q.1. The inventory management software will be made available to all Property Custodians.
  - IV.Q.2. This software will be the official ISP Inventory System.
    - IV.Q.2.a. Property Custodians will be able to run specific inventory reports as well as process electronic intra-agency transfers.
    - IV.Q.2.b. Property Custodians must keep the Type Name or Room fields updated for each asset assigned to their location.
  - IV.Q.3. Any problems or suggestions associated with the inventory management software will be reported to Property Control.

| Indicates new or revised items.

**-End of Directive-**