

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Property Determinations and Control

Policy Number: 402.01

Effective Date: 9/23/2020

Page Number: 1 of 7

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Business Processes)

Access Listing:
Level I: All Access

I. Introduction and Summary:

To establish written policy, procedures, and practice to govern the inventory control of Georgia Department of Corrections (GDC) owned property (other than real estate) as required by state statute and the Department of Administrative Services (DOAS) and to establish procedures that ensure accurate inventories of property are conducted every six (6) months. Each facility will appoint a Property Control Coordinator who will be responsible for establishing and maintaining an accurate central inventory of movable state-owned property owned by GDC.

II. Authority:

- A. O.C.G.A. § 50-16-160;
- B. GDC Standard Operating Procedures (SOPs): 402.02 Duties of a Property Control Coordinator, 402.04 PeopleSoft Location Codes, and 402.05 Disposal of State Property;
- C. Department of Administrative Services Surplus Property Manual; and
- D. ACA Standards: 2-CO-1B-08, 1-CTA-1B-02, 1-CTA-1B-08, 5-ACI-1B-13 (ref. 4-4037), 4-ACRS-7D-25, and 4-ALDF-7D-15.

III. Definitions:

- A. **Inventoried Property** - Any property with an acquisition cost of \$1,000.00 or more and a useable life of 1 year or more OR any item considered a Control Item.
- B. **Control Item** - Guns or weapons such as pistols, rifles, shotguns, stun guns, tear gas guns, Tasers or any other riot control weapons; portable or 2-way radios; and digital cameras or camcorders.
- C. **Property Control Coordinator** - The staff member appointed by the facility to be responsible for maintaining and updating all Inventoried Property.

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D. **AssetWorks** - Computer software program used by the State of Georgia for management of surplus property.

IV. Statement of Policy and Applicable Procedures:

A. **Property Determination:** It is the duty of the Department of Administrative Services (DOAS) to establish and maintain an accurate central inventory of movable state-owned property. Since “movable property” is not defined in the O.C.G.A., the Georgia Department of Corrections (GDC) has developed a system using the PeopleSoft Asset Management Module to maintain a listing of all “Inventoried Property”.

1. All items of state-owned property meeting the definition of Inventoried Property or Control Item must be included in inventory.
 - a. **Gifts or Donations** - Donated items shall be reported in the same manner as an item purchased by GDC. Gifts or donated items will be recorded at fair market value and recorded in the PeopleSoft Asset Management module if it meets the definition of Inventoried Property or Control Item.
 - b. **Surplus Property** - State or Federal items acquired through DOAS Surplus Property should be recorded in the PeopleSoft Asset Management module if it meets the definition of Inventoried Property or Control Item.
 - c. **Leased or Rented Property and/or Equipment** - Leased property/equipment items such as copiers, multi-functional devices, or plotters, etc. acquired with the intent to purchase should be recorded in the PeopleSoft Asset Management module with the full acquisition cost, which is the cost of the item less any contract fees or interest payments. Leased or rented property/equipment that is not intended to be purchased must be added to the PeopleSoft Asset Management module with a zero-dollar value.

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- d. Book Sets - Books that are purchased as a set with a cost of \$1,000.00 or more (law books, encyclopedias, etc.) should be assigned one decal to represent the entire set. The decal should be placed on the inside cover of the first book. In addition, a tag is to be typed for all other books in the set. This tag should include the decal number and the number of books in the set. It should be placed on the inside of the front cover of each additional book in the set.

NOTE: Real Property - Assets or property that includes land, buildings, and anything affixed to the land or building, or items cemented (permanently affixed) to the ground are **not** considered inventoried items and are **not** included in the PeopleSoft Asset Management Module.

2. An accurate chit system should be in place at all facilities and centers for all Control Items. This procedure is not applicable to Central Office. The chit system should include the decal number and serial number of the item and staff member name for the person it is issued to (or section of the facility/center) and should also include items that are assigned to an individual on a 24-hour basis.
3. If a Control Item is determined to be missing, the local facility will be charged the replacement cost for the item(s).
4. The funds will be deducted from the local facility's budget and will be transferred to the Central Office Care and Custody budget. A replacement item will not be issued at that time. However, the facility will have the right to purchase a replacement item at additional cost.
5. If a weapon assigned to an individual on a 24-hour basis becomes lost, stolen or is determined to be missing, the individual will be required to reimburse GDC the retail value for that weapon.

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B. Property Control:

1. Each facility will appoint a Property Control Coordinator whose duties shall include:
 - a. Issuing and placing the decal numbers on all property items received that meet the definition of Inventoried Property.
 - b. Entering asset information for new purchases via “express add” and transferred items via “basic add” into the PeopleSoft Asset Management module. This task should include reviewing the purchase order and receiving report or transfer form to ensure all items purchased or received meet inventory requirements.
 - c. When property is received by the Property Control Coordinator, they should complete a GDC Receiving Report with all required information. A copy of the purchase order should be obtained from the Business Office and maintained with the Receiving Report.
 - d. When property is received by someone other than the Property Control Coordinator, a completed receiving report along with a copy of the purchase order should be forwarded to the Property Coordinator who will then add the item(s) into the PeopleSoft Asset Management module.
 - e. Completing a physical in-house inventory of property every six (6) months with the results of the inventory forwarded to the Property Control Section. Missing items should be noted on the inventory list.
 - f. Updating the custodian section in the PeopleSoft Asset Management module.
 - g. Disposing of property using the appropriate measures as per SOP 402.05 Disposal of State Property.

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- h. Maintaining all property records to include additions, deletions, stolen, and missing property.
2. Permanent decals should be assigned to all property owned by the State that meets the definition of Inventoried Equipment. When an item is disposed of, the decal number should be destroyed. Duplication of numbers within an agency, division, facility or center must be avoided. Decals should be in a protective location that is not subject to excessive wear or accidental removal, but they should be in a location that is within quick view for the person conducting physical inventory.
 - a. An electric etching machine or stencils should be used to number equipment when decals cannot be placed on the item or when decals will not stay adhered for various reasons. (Example: kitchen equipment, outside equipment or small cameras)

C. Inventory Control Forms:

1. Property control forms are available on CAPTIVA under the Finance, Business Forms link. These forms include:
 - a. Property Transfer Form: This form will be used when transferring property within GDC locations, transferring property to another state agency or disposing of property through AssetWorks with DOAS. If you are transferring more than 15 pieces of equipment, a 2nd form should be used (there is no longer a page 2 for this form). **When transferring property within GDC, it will be the responsibility of the facility that RECEIVES the property to make the transfer in the asset management module of PeopleSoft.** When transferring property to another state agency or disposing of property through AssetWorks with DOAS, a copy of this form should be sent to one of the GDC Central Office Property Coordinators within the Business Processes group. **You**

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will not send a copy of the form to DOAS since it is scanned and attached to the transfer transaction in AssetWorks.

- b. Surplus Property Affidavit of Disposal: When you have property to dispose of, (either by destruction on-site or having someone else pick it up for disposal), you should log into AssetWorks and enter the information for the property. When all the proper approvals have been obtained from one of the GDC Central Office Property Coordinators and from DOAS, you will receive an e-mail from DOAS that will include the Disposal Authorization Number and a disposal form. Complete the form and send a copy to a GDC Central Office Property Coordinator within the Business Processes group. They will retire the equipment in the asset management module of PeopleSoft. Be sure to keep a copy of the form for your records. **You will not need to send a copy of the form to DOAS.**
 - c. Receiving Report (Property Control): The form must be completed when equipment is received into a facility. Required information includes vendor name, purchase order number, description of equipment, serial number, GDC decal number and cost. This form will be used to enter equipment into the Asset Management module of PeopleSoft (when appropriate).
 - d. Equipment on Loan or Repair Form: Use this form whenever you loan a piece of equipment to another facility or whenever you send a piece of equipment out for repair. Section 1 is to be completed each time you send the piece of equipment out. Section 2, complete either the LOANED or the REPAIRS side. Section 3 is completed when the equipment is returned to the original facility. **This is an in-house form. DOAS is not involved in this process.**
2. The report most often used from PeopleSoft for inventory control is called “Assets by Location in Range”, which is an Asset Management query.

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Reports can be run for any facility or center by using the property PeopleSoft location codes (see SOP 402.04 PeopleSoft Location Codes).

- a. Inventory Reports: Assets by Location in Range report is a location report that reflects your inventory. The data can be sorted by decal number and is useful for taking the required six (6) month in-house inventory (see SOP 402.02 Duties of a Property Control Coordinator). The same report is used during the official Property Control audit.
 - i. The report can also be sorted or filtered to achieve desired results, such as sort/filter by location, description, or custodian, etc.

V. Attachments:

Attachment 1: Property Transfer Form

Attachment 2: Surplus Property Affidavit of Disposal

Attachment 3: Receiving Report

Attachment 4: Equipment on Loan or Repair

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, all attachments shall be maintained for five (5) years after the disposition of the property and then destroyed.