



Successful Youth • Strong Leaders • Safer Communities

## POLICY

**SUBJECT:** Property Accountability  
**NUMBER:** MGT-628-15  
**APPLICABLE TO:** All staff  
**EFFECTIVE:** April 9, 2015

**APPROVED:** \_\_\_\_\_/signature on original/  
**Sam Abed, Secretary**

### I. POLICY

It is the policy of the Department of Juvenile Services (DJS) to procure, inventory, use, protect, and dispose of State property with care and efficiency in accordance with Maryland law, policies, directives, and other applicable authority. All DJS staff shall contribute to DJS' compliance with the procedures set forth in the *Maryland Department of General Services Inventory Control Manual* and shall comply with implementing DJS procedures.

### II. AUTHORITY

- A. Md. Code Ann., Hum. Servs. § 9-203 and -204.
- B. [Maryland Department of General Services, Inventory Control Manual](#).
- C. [State of Maryland Information Security Policy](#).

### III. DIRECTIVES/POLICIES RESCINDED

- A. Property Accountability, MGMT-08-09.
- B. Preventive Maintenance, 02.07.02.
- C. Memorandum from James Rucker, *Excess property disposal process* (February 20, 2008).

### IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

### V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed and are attached.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
Modified required staff designations. Eliminated Regional Property Manager and Facility/Field Property Supervisor roles. Restructured and streamlined staff property management duties.	April 2015



**MARYLAND**  
**Department of**  
**Juvenile Services**

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## PROCEDURES

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### **I. PURPOSE**

The purpose of these procedures is to implement the Department of General Services' requirements for the management of State property within the Department of Juvenile Services.

### **II. DEFINITIONS**

The definitions set forth in the Maryland DGS Inventory Control Manual are hereby incorporated by reference (see Appendix 6, section 1).

*DJS IT equipment* means computer systems, information technology hardware, wireless technology, and other information technology equipment as defined in the DJS IT Unit Manual that is procured and deployed to DJS staff by the DJS Information Technology Unit.

*DJS property* means all property and equipment for which DJS is responsible as defined in the DGS Inventory Control Manual (see "Capital Equipment" and "Sensitive Items").

### **III. PROCEDURES**

#### **A. DJS Staff Roles and Responsibilities**

##### **1. Property Officer – Designation and Duties**

- a. The Director of the DJS Department of General Services Unit (Director) and a designee shall serve as the Department's designated Property Officer and alternate, respectively (See Appendix 1). These positions serve as DJS' sole liaison to the Maryland Department of General Services for the purpose of managing DJS property.
- b. The Director is responsible for carrying out the duties of the Property Officer prescribed in the DGS Inventory Control Manual and is also responsible for conducting the required physical

inventories of all DJS property, except DJS IT equipment, and submission of annual reports as required.

- c. The Director shall develop and implement additional procedures and internal controls as needed for carrying out the inventory and other Property Officer functions, including providing technical assistance to staff.

2. **Accountable Officers – Designation and Duties**

- a. Facility Administrators and Regional Directors shall serve as the Accountable Officers for their assigned facility and region, respectively, with overall responsibility for the care and utilization of property assigned for use in the facility or region.
- b. The Director of the Professional Training and Education Unit (PTEU) shall serve as the Accountable Officer for the PTEU, with overall responsibility for the care and utilization of property assigned for use in or by the PTEU. PTEU Regional Training Coordinators are responsible for PTEU property deployed to various locations.
- c. The Director shall serve as the Accountable Officer for DJS Department of General Services Unit offices and facilities and DJS Headquarters.
- d. Each person designated as an Accountable Officer may designate staff to carry out the duties of Accountable Officers prescribed in the DGS Inventory Control Manual, except that the Property Officer is responsible for coordinating and conducting physical inventories of all DJS property, except DJS IT equipment, in collaboration with each designated Accountable Officer.
- e. Accountable Officers serve as the point of contact to the Director and the Director's alternate with respect to DJS property assigned to each facility or office.

3. **All DJS Staff**

- a. All staff are responsible for appropriate use, maintenance, preservation, and disposal of DJS property in accordance with the Maryland DGS Inventory Control Manual guidelines, the Department of Juvenile Services Standards of Conduct and Disciplinary Process, these procedures, and other applicable authority.

B. **General Procedures**

1. **Acquiring and Marking DJS Property for Identification**

- a. The Accountable Officer or designee shall record the acquisition of all DJS property, except DJS IT equipment, at each respective facility or office, regardless of the method of procurement or source of funds, using the DJS Fixed Asset Inventory Record (FAIR) form (Appendix 2).
- b. The Accountable Officer or designee shall submit the completed

- FAIR form to the Director or his or her designee within three business days of acquiring the property.
- c. The Director or his or her designee shall promptly respond to each FAIR submission by distributing equipment identification (property stickers) to be affixed to the property identified in each FAIR submission.
  - d. The Accountable Officer Director or their designees shall each maintain inventory records based on FAIR submissions.
  - e. To the extent practicable, DJS property should be tagged before it is deployed for use.
2. **Disposal or Transfer of DJS Property; Damaged or Excess Property**
- a. Staff may not destroy, scrap, cannibalize, or otherwise dispose of or transfer any DJS property to another facility, office, or other location without obtaining proper approval in accordance with DGS Inventory Guidelines and these procedures. All DJS staff are responsible for ensuring that DJS property is disposed of and transferred properly.
  - b. Staff shall temporarily store damaged and excess DJS property in an appropriate manner to prevent theft, injury, further damage, and threats to facility or office safety or security pending removal of the property.
  - c. The Accountable Officer or designee shall complete a DJS Excess Property Disposal Order immediately upon discovery of damaged or excess DJS property and forward it to the Director or his or her designee for further instructions. A photograph of the item(s) shall accompany each Excess Property Disposal Order to assist with the disposition of the item(s).
    - i. Unserviceable items must be reported separately from serviceable items on a separate Excess Property Declaration.
  - d. The Accountable Officer and Director or their designees shall update their respective inventory records following the disposal or transfer of DJS property.
3. **Missing or Stolen Property**
- a. Any DJS staff who suspects that DJS property (other than DJS IT equipment) has been stolen or is otherwise missing shall, immediately upon discovery, notify the Accountable Officer or designee to ensure that the property has not been transferred or disposed.
    - i. If, in the judgment of the Accountable Officer, it is likely that the property is missing or has been stolen, the Accountable Officer and the Director or his or her designee shall investigate as needed and report the incident in accordance with the procedures established in the DGS Inventory Control Manual.

- b. Any DJS staff who suspect that DJS IT equipment has been stolen or is otherwise missing shall follow the procedures set forth in the DJS [IT Users' Policy & Manual](#).
  - c. The Accountable Officer and Director or their designees shall update their respective inventory records as required.
4. **Information Technology Equipment**
- a. The DJS Information Technology Unit is responsible for managing DJS IT equipment in accordance with the DGS Inventory Control Manual and DJS [IT Unit Policy & Manual](#).
5. **Other Considerations – Training and Security Controls**
- a. The Director or his or her designee shall provide training to Accountable Officers and/or their designees in each departmental Region in the property management principles and responsibilities established in the DGS Inventory Control Manual.
  - b. To protect against theft and unauthorized usage of property, each Accountable Officer and/or their designee is responsible for:
    - i. controlling and limiting access to warehouses and storerooms to assigned authorized personnel;
    - ii. ensuring that warehouses and storerooms are appropriately locked when unattended; and
    - iii. restricting keys to storage areas to appropriate staff.

**IV. DIRECTIVES/POLICIES REFERENCED**

- A. [Maryland Department of General Services, Inventory Control Manual](#).
- B. [IT Users' Policy & Manual](#).
- C. [IT Unit Policy & Manual](#).

**V. APPENDICES**

- 1. [DJS property management quick reference](#).
- 2. [DJS Fixed Asset Inventory Record \(FAIR\) form](#).
- 3. [DGS Excess Property Declaration](#).
- 4. [DJS Internal Transfer of Fixed Property Assets form](#).
- 5. [DGS Report of Missing or Stolen Personal State Property form](#).
- 6. [Maryland Department of General Services, Inventory Control Manual](#).



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# **DJS POLICY AND STANDARD OPERATING PROCEDURES**

## **Statement of Receipt and Acknowledgment of Review**

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**SUBJECT:** Property Accountability  
**NUMBER:** MGT-628-15  
**APPLICABLE TO:** All staff  
**EFFECTIVE:** April 9, 2015

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I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

***THE ORIGINAL COPY MUST BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE.  
PLEASE RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES.***

## Appendix 1 – DJS Property Management Quick Reference

DJS Property Officer: Jim Schoo, Office 410-663-7739  
 Cell # 410-365-5010, [james.schoo@maryland.gov](mailto:james.schoo@maryland.gov)

Alternate: Joseph Hester, Office 410-663-7711  
 Cell# 443-540-7025, [joseph.hester@maryland.gov](mailto:joseph.hester@maryland.gov)

Tools and machinery: David Bell, Office 410-663-7639  
 Cell# 410-294-1764, [david.bell@maryland.gov](mailto:david.bell@maryland.gov)

<b>Task/Equipment</b>	<b>Form(s) to be used</b>	<b>Property Officer designee</b>
<b>Property acquisition</b>	DJS Fixed Asset Inventory Record (FAIR)	Joseph Hester  David Bell (for tools and machinery)
<b>Excess property disposal</b>	DGS Excess Property Declaration <i>(include photo of item(s))</i>	Joseph Hester
<b>Property transfer</b>	DJS Internal Transfer of Fixed Assets Property <i>(include photo of item(s))</i>	Joseph Hester
<b>Missing/stolen property</b>	DGS Report of Missing or Stolen Personal State Property	Joseph Hester
<b>Information Technology equipment management</b>	DJS Fixed Asset Inventory Record (FAIR)  DGS Excess Property Declaration  DGS Report of Missing or Stolen Personal State Property	DJS Helpdesk; Gil Becker



Department of Juvenile Services  
 Fixed Asset Inventory Record (FAIR)  
 (To be used to add an asset)

Inventory Tag Number	
I.T. Tag Number	
Department	
Building Number/Regional Office	
Room Number/Name	
Building Address	
Accountable Officer	
Description of Asset	
Manufacturer	
Vendor	
Model	
Model Year	
Serial Number	
Acquisition Cost	
Acquisition date	
Acquisition Method (P.O. Credit Card, etc.)	
P.O. Number, Credit Card Holder's Name	
Sensitive (Y/N)	
Employee to Whom Assigned	

# EXCESS PROPERTY DECLARATION

STATE OF MARYLAND  
 DEPARTMENT OF GENERAL SERVICES  
 301 W. PRESTON STREET, ROOM 1009A  
 BALTIMORE, MARYLAND 21201  
 410-767-0587

**Instructions:**

1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.
2. See preparation instructions on reverse side.
3. Send two copies of completed form to:

Department of General Services  
 Inventory Standards & Support Services Div.  
 301 W. Preston Street  
 Baltimore, Maryland 21201

DGS Control No: \_\_\_\_\_

Agency: _____ Sub-Unit: _____ Sub-Unit Code: _____ Address: _____ Contact Person: _____ E-mail Address: _____ Phone No: _____ Date: _____	Forwarded by: _____ Property Officer: _____ Signature: _____ Date: _____ E-mail Address: _____ Agency Head or Designee: _____ Signature: _____ Date: _____
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Items listed below are certified to be in excess of this agency=s needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description	Acquisition Cost	Acquisition Date mo/yr	G	F	P	U	Description of needed repairs
						O	A	O	S	
						D	R	R	V	

Items listed below are certified to be in excess of this agency=s needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description	Acquisition Cost	Acquisition Date mo/yr	G O D	F A R	P O R	U S R V	Description of needed repairs
<b>TOTAL</b>				<b>\$</b>						

Boyd K. Rutherford  
 Lt. Governor

Larry Hogan  
 Governor

Sam Abed  
 Secretary

**Internal Transfer of Fixed Property Assets**

Date: \_\_\_\_\_

Requesting Location: \_\_\_\_\_

Sub-Unit/Room #: \_\_\_\_\_

Asset Tag Number: \_\_\_\_\_

Description of Asset: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Receiving Location: \_\_\_\_\_

Sub-Unit/Room #: \_\_\_\_\_

Condition of Property:

New                      Good                      Fair                      Poor

\_\_\_\_\_

Requesting Supervisor

Date

Receiving Supervisor

Date

\_\_\_\_\_  
 Supervisor name (print)

\_\_\_\_\_  
 Supervisor name (print)

**INSTRUCTIONS:**

1. Requesting supervisor completes, signs, and forwards form to receiving supervisor and a copy to the Accountable Officer for the sending region, facility, or office.
2. Property is transferred together with the transfer form.
3. Receiving supervisor signs the transfer form upon receiving the property. Receiving supervisor ensures that he or she keeps a copy for his or her records and forwards a copy to the (1) Accountable Officer for the receiving region, facility, or office and the (2) Property Officer.



**REPORT OF MISSING OR  
STOLEN PERSONAL STATE PROPERTY**

STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
301 W. Preston Street, Suite 703  
Baltimore, Maryland 21201  
(410) 767-0587

**DGS Control No.**

**INSTRUCTIONS:**

1. Forward in triplicate to: **(DO NOT FAX)**  
Department of General Services  
Inventory Standards & Support Services Division  
301 W. Preston Street, Suite 703  
Baltimore, MD 21201
2. Attach Police Report for Stolen Property
3. Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.

Agency:  
Sub-Unit:  
Address:  
Address 2:  
City: State Zip Code  
Accountable Officer:  
Telephone: Date:

Property Officer

---

Signature Date

Department Secretary

---

Signature Date

Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				

**TOTAL**

**1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:**

a. Item(s) identified as State property with permanent type labeling or engraving? Yes No

b. Describe other security measures:

  

**2. FOR MISSING PROPERTY ONLY:**

a. Date loss was discovered

b. Date of last physical inventory

c. Explain how the loss might have occurred

**Describe Measures Taken to Prevent Future Occurrence**

**FOR DGS USE ONLY**