

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 122.01

DATE: 01 December 2020

SUBJECT: ASSET MANAGEMENT

POLICY DIRECTIVE

PURPOSE:

To ensure the control and accountability of all state-owned assets and provide authorized procedures for the retirement or disposal of surplus property owned by the Division of Corrections and Rehabilitation.

REFERENCE:

WV Code §15A-3-14a.

RESPONSIBILITY:

Superintendents, and work unit supervisors or directors as appropriate, shall be responsible for enacting Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 122.01, dated 01 September 2007; DJS Policy 121.01, dated 01 January 2018; DJS Policy 121.02, dated 01 July 2013; RJA Policy 2015, dated 24 October 2016; and RJA Policy 2015-A, dated 25 September 2012.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

DEFINITIONS:

Accountability: The obligation of each individual to retain control of all individually assigned assets.

Asset or Assets: All real and personal property, and all equipment, supplies and commodities.

Asset Coordinator: The Division of Administrative Services employee(s) who shall manage the assets in wvOASIS.

Cannibalization: As it refers to herein, taking parts from one or more assets to maintain or repair another asset.

Commodities: Supplies, material, equipment, contractual services, and any other articles or things used by or furnished to a department, agency, or institution of state government.

Expendable Property: Items of supply that are consumed in use (e.g. soap, paper, batteries, etc.); lose their identity in a larger assembly (e.g. tires, fence posts, doors, etc.); or have a reasonably expected useful life of less than one (1) year.

Inventory Coordinator: Person(s) assigned at a facility or work unit to maintain a master inventory list.

Inventory Control Tag: The approved bar-coded tag that is assigned to each facility/work unit. The tag number will begin with alpha initials of the specific facility/work unit and is followed by a sequential number sequence.

Master Inventory Spreadsheet: DCR-INV-001 Form. The only approved form used to capture and track all necessary data concerning Reportable and Non-Reportable Property.

Non-Reportable Property: All property that retains their original identity during its useful life, and special items that may not meet the cost requirements but are considered sensitive enough to warrant special control (e.g. radios, furniture, electronic devices).

Reportable Property: All property with an original acquisition cost of five hundred dollars (\$500.00) or more and a useful life of one (1) year or more. An exception to this is all computer-type property and all lethal and non-lethal weapons shall be reported regardless of acquisition cost.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) is responsible for all assets under its jurisdiction, regardless of whether it is removeable or fixed, its origin, or acquisition cost. The DCR shall maintain assets from the date of purchase to the date of retirement. This includes keeping equipment secure, entering reportable assets into the wvOASIS Fixed Asset System, conducting physical inventories, submitting annual certifications of that inventory, and retiring assets properly.

- II. The Division of Administrative Services (DAS) will appoint an Asset Coordinator who will notify and train employees within the DCR on the procedures regarding the care and proper disposition of all state-owned assets.

- III. Superintendents, and work unit supervisors or directors as appropriate, shall ensure property assigned to his or her facility or work unit is properly safeguarded, in serviceable condition, properly cared for, used, and accounted for. It is equally important that there be no accumulations of property beyond amounts necessary. This shall be accomplished by:
 - A. Assigning an appropriate staff member as Inventory Coordinator to maintain a Master Inventory Spreadsheet list of all state-owned property.
 - B. Assigning direct responsibility and accountability for assets that are individually assigned.
 - C. Establishing and maintaining accountability measures for common use property, such as logs.
 - D. The monitoring and control of expendable property. This shall be accomplished through the use of a perpetual inventory that adds items received and subtracts items removed each time a change occurs.

- IV. The facility or work unit Inventory Coordinator shall enter assets into the Master Inventory Spreadsheet (Form DCR-INV-001) provided by DAS Asset Management. This shall be completed immediately following payment of designated vendor's invoice.
 - A. DAS Asset Management shall enter the following commodities into the wvOASIS Fixed Asset Module and will be considered reportable assets even if not within the definition.
 - 1. All firearms regardless of the cost including serial numbers and inventory control tag numbers
 - 2. All non-lethal assets (e.g. tasers, protective vests, etc.).
 - 3. All computers, including laptops, tablets, and central processing units (CPU) regardless of acquisition cost.
 - 4. All real estate and permanent foundation buildings.
 - B. DAS Asset Management will process all wvOASIS Fixed Asset documents necessary to maintain the accuracy of the facility/work unit inventory.

- V. All reportable and non-expendable assets shall have an Inventory Control Tag affixed to the asset. This tag shall be approved by DCR management and supplied by the DAS Asset Management Team and is the only acceptable tag system to be used.


- A. Tags shall be affixed when received at the facility/work unit. Care shall be given to affix the tag in a manner that it can be easily read and accessed.
 - B. All computer-related assets that are purchased using DCR Central Office funds and shipped to the facility/work unit will already be tagged with a central office inventory control tag. These tags shall not be removed or replaced with a facility/work unit's inventory control tag. These items are required to be listed on the Master Inventory Spreadsheet using the COxxxx tag number.
 - C. In certain cases, such as weapons and restraints, where it is not practical to affix an inventory control tag directly to the item, the Inventory Coordinator shall maintain the physical tag in a file folder or notebook. This file folder or notebook will include the actual tag, asset description, and serial number. This asset shall also be entered into the Master Inventory Spreadsheet.
- VI. The DCR requires inventory to be reported on a yearly basis.
- A. Each facility/work unit is required to conduct physical inventory once every three (3) years and shall have completed that inventory by June 30th of the relevant year. The physical inventory shall include all reportable assets under DCR's jurisdiction.
 - B. DAS Asset Management will create a physical inventory schedule for all DCR facilities/work units.
 - C. Each facility/work unit will complete an asset reconciliation by June 30th of each year a physical inventory is not conducted.
- VII. The DCR requires that all assets being transferred between facilities or work units be approved by DAS Asset Management. This does not include assets that are being transferred between "housing units" within the same facility.
- A. All requests to transfer an asset(s) must be submitted by the originating facility/work unit by completing the Asset Retirement/Transfer Form (DCR-INV-003) (**Attachment #1**). Select TRANSFER TO in the method section and fill in the receiving facility/work unit name.
 - B. The completed form shall be submitted to DAS Asset Management for approval. Once approved, DAS will return the approved form to the originating facility/work unit.
 - C. The transfer of assets shall take place only after the approved Asset Retirement/Transfer Form is returned to the originating facility/work unit. The receiving facility/work unit shall sign the approved copy of the form to verify receipt and submit the signed form to DAS Asset Management for the purpose of updating the information in wvOASIS.

- D. Both facilities/work units shall update their Master Inventory Spreadsheet to reflect these changes. The receiving facility/work unit shall not re-tag the asset and shall always list the asset's original tag number.
- VIII. The DCR requires that all methods of disposition related to all commodities regardless of the acquisition cost be approved by DAS Asset Management.
- A. Requests made by a facility/work unit for disposal or retirement of an asset, with the exception of technology resources, shall be made by the Inventory Coordinator by completing the Asset Retirement/Transfer Form (DCR-INV-003) (**Attachment #1**) and submitting to DAS Asset Management. This form is not required when requesting retirement of electronics to Office of Technology (OT).
- B. The DAS Asset Coordinator will assist in determining the correct disposition method for the asset(s) listed.
- C. Once approved and signed by DAS Asset Management, the form will be returned to the facility/work unit. The asset(s) shall then be disposed of immediately using the approved disposition method. Confirmation of disposal shall be provided to DAS Asset Management by submitting the signed DCR-INV-003 form.
- D. Facilities/work units requesting assets to be retired to OT will be provided the appropriate forms by DAS Asset Management. Those forms shall be completed and submitted to DAS Asset Management for approval.
- IX. Cannibalization of commodities is permitted pursuant to DAS Asset Management procedures.
- A. When a facility/work unit intends to cannibalize an asset, the Inventory Coordinator shall contact DAS Asset Management with the following information.
1. The commodity's inventory control tag number.
 2. A description of the commodity.
 3. Whether the commodity is operable and, if so, how well it operates.
 4. Who will cannibalize the commodity and how the person is qualified to remove and reinstall the parts.
- B. DAS Asset Management shall provide guidance on the proposed cannibalization in accordance with state code requirements.

ATTACHMENT(S):

Attachment #1

Asset Retirement/Transfer Form (DCR-INV-003)

APPROVED SIGNATURE:  _____ 11-19-20
Betsy C. Jividen, Commissioner Date

ASSET RETIREMENT / TRANSFER FORM

DCR-INV-003

Date	
Facility/Work Unit Name	
Facility/Work Unit Address	
Specific Location of Equipment	
Facility/Work Unit Inventory Coordinator	
Telephone#	Fax#

Facility/Work Unit Retirement Number:	
Recommended Disposition Method (CHECK ONLY ONE)	
<input type="radio"/>	Request Sale on Site (1)
<input type="radio"/>	Sell for Scrap (2)
<input type="radio"/>	Dispose as Waste (3)
<input type="radio"/>	Lost Asset
<input type="radio"/>	Stolen Asset
<input type="radio"/>	Transfer to: _____
Transfer Asset Received by and Date:	

INFORMATION ON THIS FORM MUST BE TYPED OR CLEARLY PRINTED

Inventory Tag #	Serial Number	Description	Model	Make	FA # or N/A	Physical Condition

<i>This retirement / transfer document has been reviewed and approved by DHS Division of Administrative Services.</i>		
DAS Asset Management Signature	Title	Date
<i>I certify that I have this day witnessed disposal of equipment listed above in the manner approved.</i>		
Facility/Work Unit Authorized Signature	Title	Date

Submit Form to:

DHS Division of Administrative Services
 Attn: Asset Management
 1201 Greenbrier Street
 Charleston, WV 25301

Email: DASAssets@wv.gov

Work Unit: _____

Retirement # _____

Inventory Tag #	Serial Number	Description	Model	Make	FA # or N/A	Physical Condition