



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 17-27 Equipment Inventory, Transfer and Disposition

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: None

APPROVED: Signature on file **EFFECTIVE:** April 28, 2017

- I. APPLICABILITY.** This policy applies to all Arkansas Community Correction (ACC) employees.
- II. POLICY.** ACC policy is to properly account for equipment by following proper inventory, transfer and disposition policy guidance.
- III. GUIDANCE.**
 - A. Equipment Inventory Requirements.**
 1. Weapons, computers, laptops, and AWIN radios (Arkansas Wireless Information Network) must be on the AASIS inventory regardless of the cost, but any other equipment valued at \$500 to \$2,500 does not need to be on AASIS inventory.
 2. Equipment that is a fixed or movable tangible asset with a useful life greater than a year and a unit cost of \$5,000 or more must be on the AASIS inventory.
 3. Low Value Equipment with a useful life greater than one year and a unit cost between \$2,500 and \$5,000 must be on the AASIS inventory.
 4. Area Managers and Center Supervisors must keep a supplemental inventory apart from AASIS for computers, signature pads, weapons, vests, cell phones, vehicles and vehicle radios.
 5. Equipment procured for an amount less than the threshold amounts above (established on July 1, 2001) that is currently on the department's asset master records must remain on inventory until proper disposition.

B. Equipment Not Tracked. The following items do not need to be on inventory:

- Replacement Parts. Replacement parts for an inventory item such as a motor or an air conditioner compressor will not be entered into inventory.
- Integral Parts of a System. Items that constitute an integral part of a system such as a pump or motor or chemical mixer for water or sewer systems are capitalized as part of the building or structure.
- Permanent Fixtures. An item that is a permanent fixture, such as a hot water heater, range vent-a-hood, walk-in freezer, or built-in heating and air conditioning is capitalized as a part of the building or structure, and not shown in AASIS as capital equipment.

C. Accountability, Roles and Responsibilities

Employees are responsible for proper care, use and protection of agency property. Property includes physical property items such as buildings, vehicles, computers, guns, and supplies, and other property such as software and offender records whether or not such property is on inventory records. Any employee can be made to pay for lost, stolen, or damaged property when reasonable care was not taken to properly use and protect the property.

Any employee may have another employee sign a temporary property transfer receipt when property is borrowed. However, permanent property transfer records in AASIS must be updated when property is transferred. Any employee who regularly uses an item on the inventory list must sign form "Receipt of ACC Property," or "Authorization and Receipt for Weapons and Security Equipment," and provide it to the designated Local Resource Control Officer and/or Weapons Control Officer. Employees must make their Local Resource Control Officer aware of inventoried property when it is relocated permanently by providing a copy of the appropriate transfer form.

D. Deputy Directors / Area Managers / Center Supervisors

Deputy Directors must perform or delegate these inventory accounting responsibilities for their equipment/staff at Central Office and ensure Area Managers and Center Supervisors are fulfilling their responsibilities.

Area Managers and Center Supervisors must:

- Perform the duties of, or assign and supervise, a Local Resource Control Officer and, when applicable, a Weapons Control Officer
- Ensure inventories are conducted properly
- Ensure inventory records are maintained, and
- Ensure compliance with this policy and the Weapons and Security Equipment policy.

E. Local Resource Control Officer

The Local Resource Control Officer performs administrative functions on behalf of the responsible supervisor. The supervisor may assign the following responsibilities to this person:

- Receipt, inventory and transfer of acquired equipment
- Obtaining completed forms “Receipt of ACC Property” or “Receipt for and Authorization to Carry Weapons and Security Equipment” from each employee who regularly uses equipment on the AASIS and ACC inventory lists
- Conducting an initial investigation when property cannot be found, and timely reporting such property to the appropriate supervisor.

F. Central Physical Asset Control Officer

The Central Physical Asset Control Officer is located in the Administrative Services division at Central Office and is responsible for the following:

- Training Local Resource Control Officers
- Assisting area offices/centers with annual inventories
- Processing the required forms and transactions for AASIS inventory transactions that are not assigned to the Local Resource Control Officers
- Removing equipment from asset listing upon authorization from the DFA Marketing and Redistribution section (M&R)
- Report to Arkansas Legislative Audit a loss of public funds that amounts to one thousand dollars (\$1,000) or more in one calendar year, including without limitation:
 - Apparent unauthorized disbursements of public funds; or
 - The apparent theft or misappropriation of public funds or property (Arkansas law section 25-1-124).

G. Weapons Control Officer

The Weapons Control Officer follows guidance in the weapons policy to control and inventory weapons.

H. Receipt and Inventorying of Acquired Equipment

The Local Resource Control Officer of the area/center must:

- update AASIS equipment records, including description, serial number, room number, license plate number and date last inventoried fields. This requires Asset Technician role mapping in AASIS. To update the AASIS asset master record, use the transaction

AS02 and the asset shell number. To obtain the equipment's asset shell number, review the account assignment tab on the applicable purchase order in AASIS:

- General Tab
 - “Serial Number” - Enter equipment's serial number
 - “Inventory” - Enter the ACC tag number
 - Time-Dependent Tab
 - “Room Number” - Enter area of the physical assignment location of the equipment
 - “License Plate Number” - Enter any additional location information
- affix an ACC tag number to the equipment upon receipt

I. Transfer of Equipment to another Area Office, Center or Central Office

The Local Physical Asset Control Officer must use the “Equipment Transfer” form when inventoried equipment/property is transferred to another ACC Area, Correction Center or the Central Office. The form must be filled out completely and be signed by the Local Physical Asset Control Officer. Included on the form must be the AASIS asset shell number, description serial numbers and property tag numbers. However, the sending location must not update the room number field for the new location of the equipment. The sending location must send the original form with the equipment being transferred and retain a copy for their records.

The receiving location must verify the information on the form, sign and return a copy to the sending location for their files and send a copy to the Central Physical Asset Control Officer. The receiving location must update the room number in AASIS to reflect the new location of the equipment.

J. Disposal of Equipment

It is a violation of State law to dispose of any equipment without the authorization of Department of Finance Administration, Marketing & Redistribution Division (M&R). Broken, inoperable, or obsolete equipment must be safeguarded and kept on inventory the same as any serviceable equipment item until it is disposed of as described in this section.

When equipment is no longer needed or is unused, the Local Resource Control Officer must ask other ACC departments if they can use it unless the equipment is obviously of no use, is beyond repair, or is too expensive to repair.

If unable to relocate surplus equipment within the department and for non-working equipment that is beyond repair or too expensive to repair, the following must occur:

1. The Local Resource Control Officer must submit an Equipment Disposal Request form to the Central Physical Asset Control Officer.

2. The Central Physical Asset Control Officer must process Equipment Disposal Request forms as follows:
 - for computer and electronic equipment, forward the form to the Information Technology section.
 - for other equipment, submit an electronic request to the state Marketing and Redistribution office (M&R) asking for approval to dispose of the equipment.
3. The Information Technology section, upon receipt of an “Equipment Disposal Request form, will determine whether the equipment needs to be redistributed within the agency, turned in to Information Technology for processing or turned in to M&R.

Note: The intent of Arkansas law sections 25-34-101 through 111 is to achieve the maximum possible benefit from use of agency owned computers, electronics, and peripherals; to achieve maximum benefit from the sale of surplus agency assets; and to protect the public health, safety, and the environment by mandating steps be taken to address the solid waste management of computers and other electronic solid waste statewide.

The Information Technology section has 30 days evaluate whether the computer or electronic equipment can be put to further use by the agency. Before making a determination that equipment should be disposed of, the Information Technology section must determine that the agency does not anticipate using the equipment within the next six months and that the equipment is not needed by the agency. (Reference: Department of Information Systems policy guidance)

The Information Technology section must ensure all hard drives of surplus computer equipment are degaussed, cleared of all data and software, and are otherwise prepared for sale within 90 days after replacement. (Arkansas law section 25-34-104)

The Information Technology section may keep a back stock of computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers in use. This back stock must not exceed ten percent of the number of state employee computers in the agency. (Arkansas law section 25-34-104)

4. M&R will send to the Central Physical Asset Control Officer an approved “Certificate of Property Disposal” form stating the approved type of disposal, which may differ from the requested method. The form will be forwarded to the Local Physical Asset Control Officer for appropriate action.
5. The Local Physical Asset Control Officer must follow instructions provided by M&R and use the Equipment Transfer form.
6. If equipment is turned in to M&R, the M&R office will send electronic notice to the Central Physical Asset Control Officer informing him/her the equipment has been “REC” (received) and then the equipment may be removed from inventory.

7. If equipment is approved by M&R to be disposed of locally, the Local Physical Asset Control Officer must follow M&R guidance for disposal and documentation; and process the Equipment Transfer form. The Central Physical Asset Control Officer will in-turn process the paperwork with M&R to obtain approval to remove the equipment from inventory.

K. Lost/Stolen Equipment on AASIS and ACC Inventory

Any equipment deemed to be lost or stolen must immediately be reported to the appropriate Area Manager, Center Supervisor, Deputy Director, Internal Auditor and Central Physical Asset Control Officer.

For lost or stolen weapons and security equipment, also see the Reporting and Investigating Incidents, Hazards and Maltreatment policy and Weapons and Security Equipment policy.

For equipment that is on the AASIS inventory, when a report of an item deemed to be lost or stolen is received, the Central Physical Asset Control Officer must ensure actions described in the DFA Financial Management Guide are taken in a timely manner. The Central Physical Asset Control Manager must ensure the responsible Deputy Director is aware of the process and he/she manages the process to ensure requirements are met.

L. Physical Inventory of Equipment

Deputy Directors, Area Managers and Center Supervisors are responsible for the safeguarding and the accountability of the equipment assigned to their physical location. Physical equipment inventories must be made upon changes in key personnel.

All locations within the department must conduct an annual physical equipment inventory during the months of January, February and March. The inventory must be coordinated through the Administrative Services Section, which will report the results to the Management Team.

IV. REFERENCE / FORMS.

- AD 17-27 Form 1, Receipt of ACC Property
- AD 17-27 Form 2, Equipment Transfer
- AD 17-27 Form 3, Equipment Disposal Request