

Division of Youth Rehabilitative Services

Chapter 3: Fiscal, Accounting, & Procurement	Policy # 3.3	Page: 1 of 2
Subject: State Issued Equipment	Standards: ACA: 4-JCF-6B-09, 3-JDF-1B-14, DTI Acceptable Use Policy DSCYF Policy #305 and #113	
Effective Date: 9/10/09	Revised: 5/1/14	

- I. **PURPOSE:** The purpose of this policy is to establish procedure for the distribution, handling and return of electronic devices provided by the Division to enhance productivity of staff.

- II. **POLICY:** The Division provides staff with office and transportable equipment, tools, machines and other devices to enable and enhance services to clients. These items remain the property of the State and are issued to specified staff for their use in designated locations and in travel. Accountability for the assigned property shall be provided through the procedures outlined in this Policy.

- III. **DEFINITIONS:**
 - A. **Administrative Tools/Equipment (AT/E):** Any device or machine used to perform or assist with work requirements, including but not limited to cellular telephones, desktop or laptop computers and tablets, modems, printers, keys, access cards and badges.

 - B. **Servicable/Servicability:** Item is in working order.

- IV. **PROCEDURES:**
 - A. **Administrative Tool/Equipment (AT/E) Assignment to Staff**
 1. Division staff will be given an orientation in the proper and safe usage of AT/E issued to them.

 2. All staff will be required to sign for AT/E after attending AT/E orientation (Attachment A).

 3. To maintain accurate record of what equipment is issued to staff, a designee will be assigned at each YRS site to maintain the Equipment Log/Register (Attachment B). Logs will contain information about what administrative tools were issued, serial number, to whom they were issued, when they were signed out and the serviceability of the equipment.

 4. An annual inventory will be conducted of all equipment. Additional inventories may be conducted at the discretion of the facility/unit administrator, or Division Director.

5. Records shall be maintained for property temporarily issued to staff for limited periods, e.g., partial day, day, week, etc., and for property issued for staff use on a continuous basis.

B. Safeguards

1. Once tools, equipment or other property have been issued to an employee, the employee shall be responsible for them. These items shall not be loaned or borrowed without prior approval of the supervisor.
2. Staff that are issued these items are responsible for ensuring they are secure at all times. Leaving equipment in unsupervised, unoccupied, unlocked locations is not considered "secure."

C. Theft, Damage, Loss and Unauthorized Use

1. Property that is stolen will be reported immediately to the supervisor/office manager and then to local law enforcement authorities. A police report must be submitted to the employee's supervisor. The supervisor will forward the report to the Office of the Director designee.
2. When property is broken, lost, stolen or used outside of the authorized guidelines, the employee must report this information to their supervisor within 24 hours. The employee will be responsible for the replacement cost or plan overages.
 - a. Employees will be informed of the exact replacement cost.
 - b. Checks/money orders must be made out to "State Treasurer."
3. All equipment that is issued to staff and becomes inoperable due to normal wear or age is to be turned in to the supervisor for repair/replacement.

Review Date:	Reviewed By:
4/30/14	Nancy S. Ditzel