

R.C.C.C. RIVER CITY CORRECTIONAL CENTER  POLICIES AND PROCEDURES	EFFECTIVE DATE: 06/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Property Inventory Control	
DRC CBCF STANDARD: General Specific, #10	
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## I. POLICY

The facility ensures property inventory and control. In addition, there is a written policy and procedure for requisitioning, purchasing, retaining and disposing of grant purchased equipment. There is a corresponding inventory list that meets ODRC grant guidelines.

## II. PROCEDURES

### DEFINITIONS

Property Inventory: The logging of items purchased by R.C.C.C. according to specific procedures.

Property Control: The actual tagging and the assignment and setting of items into their specific long-standing location.

Purchasing: Buying of goods, services or equipment.

Regulating of:  
Equipment An internal record keeping system regarding supplies and the use of supplies and equipment.

### A. PROPERTY INVENTORY AND PROPERTY CONTROL

R.C.C.C. inventories and assigns property control numbers to all items with a useful life of more than one year and a cost of \$100.00 or more. R.C.C.C. inventories, when appropriate, items purchased for specific program purposes (i.e. books, educational materials, office supplies, commissary items and first aid supplies.)

1. R.C.C.C. inventories all items (equipment, books, furnishings, etc.) purchased according to specific categories as established by the computer software or other method.
  - a. Under the general supervision of the Director of Operations, the designated R.C.C.C. staff person maintains a General Inventory List of all items purchased by R.C.C.C.

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The General Inventory List may include the name of the item, manufacturer, vendor name where purchased, price, serial number, model number, color, condition, description of the item, tag number assigned and location of the item.

- b. Items purchased are assigned a category (based on computer software) and permanent long-standing location in R.C.C.C. building or premises.
  - c. Appropriate equipment is tagged with an inventory control number based on location.
  - d. The number is entered onto the General Inventory List.
  - e. The item then is placed into its long-standing permanent location.
2. All items purchased (except food items) are received by the Administrative Office whenever possible. Maintenance supplies are delivered to maintenance staff or designee.
- a. Specific arrangements are established with vendors by the designated clerk so that deliveries are accepted during normal business hours, Monday through Friday, except holidays.
  - b. Special arrangements are made for deliveries at other times. Appropriate Resident Supervisor staff is notified to expect a delivery. The items delivered are placed in the Administrative Area for safekeeping.
  - c. All items received are matched with the purchase order and the packing slip to ensure items received match the order.
  - d. Any equipment requiring inside delivery and/or set-up is coordinated by the appropriate clerk or designee and the Operations Director or designee.
  - e. Upon delivery, the designated clerk coordinates same and ensures proper placement of the item(s) to their permanent location.

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- f. All information logged on the General Inventory Form is entered onto the computer network inventory program by the designated clerk or designee as soon as possible.

Whenever new items are purchased and inventoried, the computer-based inventory is updated by the designated clerk or designee. An updated computer printout is generated twice per year and filed appropriately or as requested by the Executive Director.

3. The Director of Operations or designee conducts an annual physical inventory of the R.C.C.C. facility, out buildings and grounds.
4. Any discrepancies found during the physical inventory are verified to the General Inventory Ledger. The Director of Operations or designee notifies the Executive Director or designee of any difficulties conducting the inventory or of any missing items. Items not in the correct space are removed from current locations and returned to the correct location, if applicable. When necessary, the Executive Director or designee may institute search and seizure procedures for retrieval of missing items. (See Employee Search and Seizure Policy and Procedures for complete details.)
5. Whenever appropriate, replacement of items is processed as quickly as possible and according to established procedures for same.
6. Broken or damaged items that cannot be repaired are disposed of under the direction of the Administrative Director or designee with coordination with the Hamilton County Purchasing Administrator.
7. Broken or damaged items that can be repaired with minimal costs are repaired at the direction of the Business Manager or designee with coordination with the Operations Director or designee.

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8. Each staff member is responsible for equipment and furnishings assigned for use in their office or work area.

Prior to moving chairs, files, carts, etc. from one office to another, authorization to do so must be received from the Operations Director or designee.

#### B. PURCHASING

1. The administrative staff positions of Executive Director, Program Director, Director of Operations, Business Manager and Administrative Director are the only staff positions authorized to approve a purchase request, which may or may not become a purchase order.
2. All other staff who needs to request items to be purchased must notify their immediate supervisor and the request processed through chain of command procedures.
3. When necessary, in order to comply with the regulations of the Hamilton County Purchasing Department, multiple vendors (minimum of three) are contacted to solicit prices for same or similar goods, items or equipment.
4. Based on the information received from vendors, R.C.C.C. purchases the best value under the direction of the Executive Director or designee with assistance of the Business Manager or designee.
5. Whenever an item (or group of items) or services needed is a biddable item, either because of cost being greater than \$25,000.00 or because of established regulations of the Hamilton County Purchasing Administrator, the Executive Director or designee initiates all documentation needed to publish a legal notice, establish bidding time period, establish bid opening date and prepare bid specifications for same.

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- a. The legal notice is published in The Cincinnati Enquirer and other newspapers designated by the Facility Governing Board (FGB).
- b. After completion, Bid Specifications are copied to be dispersed to vendors wishing to evaluate the bid specifications for possible bidding.
- c. A record of Bid Specifications dispersed remains with completed documentation regarding the bid.
- d. The Executive Director or designee arranges for a bid opening.
- e. The Executive Director approves the acceptance of any bid based on the best value, not necessarily the lowest price.
- f. Documentation necessary to complete the purchase of the accepted bid is gathered.
- g. The designated clerk types a purchase order request form.
- h. All information regarding the accepted bid is attached to the Request for Purchase Order and Authority to Pay forms.
- i. The typed Authority to Pay Form is authorized by the Executive Director or designee, or the Chairperson of the FGB, based on established guidelines.
- j. The automated Authority to Pay Form is submitted to the Hamilton County Auditor's Office for additional processing, when applicable.
- k. Any discrepancies are researched and rectified as quickly as possible.
- l. Upon receipt of the items ordered, inventory policies and procedures are performed according to established policies.

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(See Inventory Policies and Procedures for complete details.)

6. Whenever an item (or group of items) or service(s) is not biddable, reasonable steps are followed by the designated clerk or designee.

#### C. REGULATING SUPPLIES AND EQUIPMENT

1. Upon hire, an employee may be issued office supplies (based upon job duties).
2. The items requested are picked up in the Rear Administrative Area by the employee requesting same.
3. Use of equipment owned by R.C.C.C. includes, but is not necessarily limited to, copier(s); paper cutter; paper shredder; heavy-duty stapler; facsimile; laptop computer or tape recorder/player units.
  - a. Copier usage is monitored to assist total yearly figures needed for maintenance agreements and budget projections.
  - b. Under normal working conditions, use of the paper cutter, paper shredder and heavy-duty stapler is limited to the Administrative Area where said equipment is housed. However, during a project, the item may be used with permission of the Business Manager or designee.
  - c. Use of the facsimile is limited to Official Business only.
  - d. Use of all common equipment that is shared by staff, is on a first come-first serve basis, but is reserved ahead of time when appropriate (i.e., weekly sessions based on schedule, specific meetings). Prompt return of items is imperative so that equipment can be used by other staff.

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#### D. Receipt of Donated Items

1. R.C.C.C. accepts items that are appropriate for use at the facility.
2. Items to be donated are directed to the Program Director or designee.
3. Items are tagged and logged separately from items purchased with subsidy grant funds.
4. R.C.C.C. sends a thank you note as directed by the Executive Director or designee to the individual or group of individuals who donate to the facility.
5. The items are placed in their permanent locations.

#### E. Retention and Disposal

1. Equipment purchased from the ODRC grant will remain the property of ODRC for a period of five (5) years from the date of acquisition.
2. After the five (5) year period, requests for transfer of equipment from the state to the program is submitted in writing by the Operations Director to the Bureau of Community Sanctions.
3. The written request to transfer property from the state to the program is accompanied by an inventory list that includes quantity, description, serial number, ID number, purchase price, date of acquisition, vendor condition and location.
4. All transferred equipment is used in the program for its useable life.
5. Local established guidelines are used for the salvage of unusable, damaged and/or non-repairable equipment taken out of the program service. The Hamilton County online surplus auction site is used to assist in this process <http://www.hamiltoncountyohioauction.com>.
6. Documentation is maintained on the disposition of all equipment removed from program services.