



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Management and Administration
Office of Facilities Management*

B.1

MEMORANDUM

TO:

FROM:

SUBJECT: Designation of Property Custodian

DATE:

Pursuant to Policy Statement 5406, you are hereby delegated as the Property Custodian (PC) to communicate with the Property Specialist with respect to the property and equipment in your designated area. This delegation may not be re-delegated to others.

To the extent required by Policy Statement 5406, you will perform the following duties and responsibilities:

1. Monitor all accountable property in your assigned area.
2. Assist in the annual inventory and reconciliation as necessary.
3. Notify Property Specialist of any change in property assignments.
4. Notify Property Specialist of any Property Custodian change.
5. Serve as liaison for Property Specialist and assigned area/site on all property management issues.
6. Notify Property Specialist of any removal or transfer of property without proper authority.
7. Maintain copies of all related records.

Accordingly, you have no authority to authorize the acquisition, transfer or removal of personal property. You are responsible for:

- a) Performing the specific duties assigned herein.
- b) Knowing the scope and limitations of your responsibility.
- c) Using good judgement, skill and reasonable care in the exercise of your responsibilities.

Should you have any questions, please do not hesitate to contact the Office of Facilities Helpdesk at 202-220-5740.