



# POLICY STATEMENT

Policy Statement 5406

Policy Area: Management & Administration

Effective:

Approved:

Adrienne Poteat, Deputy Director

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## PERSONAL PROPERTY MANAGEMENT

### I. COVERAGE

This Policy Statement applies to all Court Services and Offender Supervision Agency (CSOSA or Agency) employees, as well as non-employees such as contractors, consultants, interns, and volunteers. This Policy does not apply to the Pretrial Services Agency.

### II. BACKGROUND

Personal property is any Agency property purchased or leased with agency funds with the exception of real property (land and buildings). Personal property consists of tangible (furniture, equipment, vehicles, appliances and supplies) and intangible (software licenses) items belonging to the Agency. Accountable personal property is personal property that meets certain financial, lifecycle or sensitive item criteria established by the agency within this Policy.

Personal property held by CSOSA is governed by the Federal Property Management Regulation (FPMR), the Federal Management Regulation (FMR), the Federal Acquisition Regulation (FAR), and by requirements and guidelines set by the Joint Financial Management Improvement Program (JFMIP), the Office of Management and Budget (OMB), and the General Services Administration (GSA). All of the above set the government-wide statutory and regulatory requirements associated with the functional interfaces between obtaining, controlling and distributing personal property inventory and related financial transactions. CSOSA has used these requirements to establish an agency mission-unique policy for the management of personal property inventory and to develop the functionality and controls that comply with current federal guidelines and regulations.

This Policy establishes the process to obtain, control, account for, and dispose of accountable personal property held by CSOSA. It establishes the property organizational structure that includes the roles and responsibilities, reporting chains, management authorities and system access controls and data standards. It also implements Appendix D of the Personal Property Management Handbook which includes step-by-step procedures for managing government personal property. Policy and procedures for the use and management of government owned and leased vehicles are contained in Policy Statement 5401, Use of Agency Vehicles, and the respective Operational Instructions.

### **III. POLICY**

All Federal agencies have a responsibility to ensure that personal property is maintained and controlled throughout its life cycle. All persons entrusted with Agency personal property are responsible for its use, care, custody and safekeeping.

It is the policy of CSOSA to:

- Obtain personal property justified by valid needs that support the goals and mission of the agency.
- Ensure all agency personal property is properly accounted for and used for official purposes only.
- Properly identify and classify personal property meeting Agency criteria for accountable personal property.
- Monitor, track and report all accountable personal property using the Agency Property Management System. Operate the Agency Property Management System in accordance with Federal Property Management Regulations and other applicable federal regulations and guidelines.
- Perform and report annual physical inventories verifying accountable property records reported by the Agency Property Management System.
- Ensure accountable personal property meeting the Agency's capitalization criteria is tracked and reported as an asset in the agency's financial management system.
- Support and enforce staff compliance with the Personal Property Management Handbook. Hold staff determined to have misused Agency property personally liable and/or subject to administrative action.
- Ensure requesting office(s) identify purchase requests for accountable property.

### **IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS**

#### **A. Authorities**

1. 40 U.S.C. 483 § 2 Public Law 84-863, August 1, 1956, Property Utilization
2. 40 U.S.C. 529, Annual Executive Agency Reports On Excess Personal Property
3. 31 U.S.C. § 3512 Executive Agency Accounting and Other Financial Management Reports and Plans
4. 41 C.F.R. Chapter 102, Subchapter B, Federal Management Regulation, (FMR)
5. 41 C.F.R. Chapter 101, Federal Property Management Regulation (FPMR),
6. Office of Management and Budget (OMB), Circular A-11, Part 3, Planning, Budgeting and Acquisition of Capital Assets
7. Chief Financial Officers Act of 1990

8. Federal Accounting Standards Advisory Board (FASAB), Statement of Federal Financial Accounting Standards No.6, Accounting For Property, Plant, and Equipment, June 1996
9. Federal Acquisition Regulations

#### B. Supersedures

1. Operational Instruction 2016.1, Information Technology Equipment Management, January 1, 2003

#### C. Procedural References

1. Joint Financial Management Improvement Program, (JFMIP), Inventory Supplies and Materials System Requirements, JFMIP-SR-03-02
2. General Services Administration (GSA) Personal Property Utilization and Disposal Guide
3. Management Instruction 2058, Breach Notification Standards and Procedures for CSOSA Business and Mission Critical Systems, August 31, 2008
4. General Services Administration Personal Property Management Review and Guidelines, October 2006
5. National Archives and Records Administration, General Records Schedules
6. Policy Statement 5405, Soft Body Armor and CSOSA Apparel
7. Policy Statement 5401, Use of Agency Vehicles
8. Policy Statement 5605, Agency Cell Phones
9. Policy Statement 1003, Records Management

#### D. Attachments

- Appendix A - Definitions
- Appendix B – Responsibilities
- Appendix C – Guidelines for Tracking and Monitoring GPS People Tracking Devices
- Appendix D – Personal Property Management Handbook

## APPENDIX A

### DEFINITIONS

**Accountability** is the assignment of duties and responsibilities to ensure that property entrusted to an individual or organization is properly used, cared for and that proper custody, safeguarding, record keeping, and final disposal are provided. It is also the act of maintaining an account (record) for personal property by providing a complete audit trail for personal property transactions from receipt to final disposition.

**Accountable Personal Property** is personal property and equipment that has a life expectancy of two (2) years or greater and;

1. An acquisition cost of \$1,000 or more, and/or;
2. A high theft potential, and/or;
3. Sensitive items (e.g. soft body armor vests, CSOSA jackets, etc.)

Accountable property includes but is not limited to: televisions, VCRs and DVD players; camera equipment; cell phones, smartphones (BlackBerrys®™), pagers; shredders; laptop, desktop, tablet computers (iPads™); CPUs, computer monitors, scanners, servers, routers and software licenses; all physical security equipment, and leased equipment. Accountable personal property also includes government owned and leased vehicles. Government owned and leased vehicles and sensitive items, as described above, will be tracked in separate inventory listings in the Agency Property Management System.

**Actual Cost** is the expenditure required to buy or produce an item. It includes the list price (net of discounts), delivery, installation and the items required for installation. Actual cost does not include optional services, such as training and consultation.

**Agency Property Management System** is a system by which all items deemed accountable personal property are uniformly identified, catalogued, and classified to accurately reflect the quantity, description, manufacturer, cost, purchase order number, receive and issue date, serial number, model number, catalog number, barcode (Agency assigned), location, employee assigned, and property custodian of each item.

**American Society for Testing and Materials International (ASTMI)** provides technical standards to industry worldwide. As a standards development body, the standards products offered include but are not limited to construction, inventory, and assessing loss, damage or destruction of property.

**Board of Survey** is three or more appointed employees to serve as a fact-finding body with respect to the circumstances and conditions surrounding a shortage, loss, theft, damage or destruction of government property and makes determinations as to disposition and financial liability.

**Capitalized Accountable Property** is certain accountable personal property (typically equipment), owned by the Agency (not leased), with a useful life of two (2) years or more, which retains its identity (it is not incorporated into another item or equipment), and has a unit cost of \$25,000 or more. Capitalized property is tracked and recorded in the Agency's financial management system as a unique asset, except as determined by the Director, Office of Financial Management.

**Damaged** is when an asset is in need of repair or is rendered unusable or inoperable.

**Depreciation** is the process of allocating the cost of a capitalized asset to the period benefiting from the asset. All Agency capitalized personal property (equipment) is tracked in the agency's financial management system using actual acquisition cost and depreciated over a five (5) year period based on the date the property is placed in service.

**Disposal** means any authorized method of permanently divesting the Agency of Agency-owned personal property.

**Excess Personal Property** is any personal property under control of an agency that is not required for its needs.

**Exchange/Sale** is a trade-in or replacement of equipment in a "like for like" or "one for one" basis, (e.g., copiers for copiers).

**Expendable Property** is property which has a relatively low dollar value, is consumed in the performance of Agency functions or incorporated into an end item.

**Government Property** is all property owned by, leased to, or acquired by the government under terms of a contract, i.e., purchase order, credit card, etc. This includes government furnished property to a contractor and contractor acquired property under the terms of their contract.

**Gross Negligence** is an act or omission of the employee which constitutes misconduct, willful negligence, or a wanton and reckless disregard for property or Agency policy.

**Information Technology Accountable Property Officer** is the position within the Office of Information Technology (OIT) responsible for IT property management and works in conjunction with the Property Management Specialist for Agency-wide property management. This position has the authority to deem personal property as accountable when warranted.

**Inventory** is (1), the formal listing or property record of all accountable personal property assigned to an organization; and (2), the act of sighting/locating, identifying/tagging; counting; describing; recording and reporting the property concerned and reconciling the property recorded and reported with the property records in the Agency Property Management System. Accountable property inventories must be performed once per year.

**Inventory Report** is a formal report issued by the Property Management Officer within 60 calendar days after completion of the annual accountable property inventory identifying the detailed results of the inventory, inventory control issues (if any), and recommendations for improvements. Issues identified in the Inventory Report may be the basis for a Report of Survey.

**National Utilization Officer** is the Property Management Officer with the responsibility for establishing and maintaining liaisons within the agency, the General Services Administration, (GSA) and other Utilization Officers in other federal government agencies to screen, collect, sign for, etc., excess materials/equipment; and to assess the current and anticipated sources of excess items and to assure that the Agency obtains maximum benefits possible for this program.

**Non-Accountable Property** is any personal property item not meeting any of the criteria for accountable personal property. Non-accountable property is not required to be tracked in the Agency Property Management System but is covered in this Policy Statement and the Property Management Handbook. Furniture is an example of non-accountable property. Furniture is not required by JFMIP or FPMR to be tracked by the Agency Property Management System.

**Non-Expendable Personal Property** is property which has a normal life expectancy of more than one year, has continuing use as a self-contained unit, is not consumed in use, does not lose its identity when put to use, and has a relatively high dollar value sufficient to classify it as accountable.

**Personal Property** is any property purchased or leased by the Agency except Real Property (buildings or land). It includes such items as vehicles furniture, equipment, appliances and supplies. Such property is further classified as accountable and non-accountable, as well as expendable and non-expendable property.

**Property Custodian** is the employee designated by his/her Associate Director to monitor the immediate physical custody of personal property assigned to his/her area. He/she has no authority to authorize the acquisition, transfer, or removal of personal property.

**Property Management Officer** is the designated position in Facilities that oversees the research, development, implementation, monitoring and coordination of Agency wide policies and procedures for property management and disposal of property, to ensure compliance with Federal Property Management Regulations and Federal Accounting Standards and Agency policies. This position has oversight control of the Agency Property Management System and has authority to deem personal property as accountable when warranted.

**Property Management Specialist** is the designated position in Facilities that assists the Property Management Officer in the implementation and administration of the Property Management policy and procedures. This position is primarily responsible for conducting the inventory and the tracking and monitoring of all Agency accountable personal property.

**Real Property** is any interest in land together with improvements, structures, and fixtures located thereon, and appurtenances thereto.

**Reconciliation** is the process of matching and adjusting property records for a specific item in the Agency Property Management System to reflect the actual quantity, description, condition, location, etc. of the item.

**Recovered Property** is property previously removed from active inventory but later found and added back to inventory.

**Report of Survey** is a document used to collect and examine facts for lost, damaged, stolen, recovered, and/or destroyed government personal property and used to authorize the removal or addition of personal property from the Agency Property Management System.

**Sensitive Items** are items that may not meet the definition of accountable property and regardless of value could easily be adopted for personal use or converted to cash.

**Simple Negligence** is an act or omission of the employee(s) in which the employee(s) failed to exercise the degree of care, precaution, attention, and vigilance necessary for protecting the interests of the Agency, or the failure to exercise that degree of care which a prudent person would exercise under like circumstances.

**Surplus Personal Property** means excess personal property no longer required by federal agencies as determined by GSA.

**Unrequired Property** is property that is no longer needed for a specific office, and will be stored for reuse or until it is determined excess property.

## **APPENDIX B**

### **RESPONSIBILITIES**

#### **A. OFFICE OF FACILITIES**

##### **1. Director of Facilities**

- a. Assigns the roles of Property Management Officer and Property Management Specialist.
- b. Develops and administers policies, standards and procedures and systems regarding property management to ensure compliance with federal requirements, regulations and guidelines.
- c. Provides guidance and oversight to Move Management; furniture and personnel moves.
- d. Provides guidance and oversight to the Property Management Program and to the Property Management Officer on management and administration of the program.
- e. Reviews the Report of Survey for approval before referring to the Board of Survey.
- f. Completes the section on the Employee Clearance Form that references Report of Survey investigations.
- g. Notifies OHR of Report of Survey investigations on employees processing the Employee Clearance Form.

##### **2. Property Management Officer**

- a. Responsible for ensuring compliance with internal and Government-wide authorities and guidelines to determine source, acquisition, receipt, accountability, utilization, distribution, and disposal of Agency-owned or leased personal property.
- b. Researches, develops, implements, monitors and coordinates Agency-wide policies and procedures for property management (including Information Technology (IT) equipment), and disposal of property.
- c. Oversees the Property Management Specialist and property support staff.
- d. Directs the operation and ensures the data integrity of Agency Property Management System.
- e. Reviews and determines the justification for the issuance, utilization, and disposal of excess personal property for CSOSA.
- f. Serves as Agency Property Management System Administrator and determines and implements Agency Property Management System access levels.

- g. Directs performance of Agency property inventories.
- h. Issues an Inventory Report to the Facilities Director and Associate Director of Management and Administration on the results of accountable property inventories within sixty (60) business days after completion of the annual inventory.
- i. With input from other departments, the Property Management Officer analyzes needs and determines property requirements to ensure that present and future needs are met.
- j. Reviews "Report of Survey" to determine if additional action is required. If additional action is required, gathers additional information and prepares a written analysis and documentation to present to the Director of Facilities for referral to the Board of Survey with a recommendation for action.
- k. Develops training materials and training plans for the Property Custodians.
- l. Requests the Board of Survey appointments and review for reappointments to the Office of Director.
- m. Serves as National Utilization Officer.

**3. Property Management Specialist**

- a. Assists the Property Management Officer in the implementation and administration of property management policy and procedures.
- b. Oversees special projects and task force groups conducting physical inventories of personal property within the Agency.
- c. Manages and maintains the Agency Property Management System records.
- d. Monitors and tracks all property received, acquired, transferred and held by CSOSA and ensures that Agency Property Management System records are updated within fifteen (15) business days.
- e. Assigns property-item descriptions based on Federal Property Management Regulations.
- f. Maintains work-flow procedures and forms required for inventory management, storage and transportation of property.
- g. Conducts training for Property Custodians.
- h. Assists in issuance, utilization and excess of personal property for CSOSA.
- i. Tags, scans and enters all non-IT accountable property in the APMS within fifteen (15) business days of receipt.
- j. Determines classification of personal property in accordance with the Personal Property Policy and Procedures Handbook.

- k. Coordinates with the Move Manager to ensure transferred property is tracked, tagged, scanned and entered into the Agency Property Management System within ten (10) to fifteen (15) business days after employee relocations.
- l. Conducts annual inventory and reconciliation.
- m. Identifies problems in reconciling the inventory findings of assigned organization(s) with the property accountability system.
- n. Reviews and processes submitted Reports of Survey and forwards to Property Management Officer. Prepares Reports of Survey as needed, as a result of an annual physical inventory or reconciliation.
- o. Procures, issues and tracks Agency soft body armor and CSOSA inscribed apparel pursuant to the requirements of Policy Statement 5405, Soft Body Armor and CSOSA Apparel.
- p. Documents and prepares reports on all capitalized personal and real property.
- q. Assists in the development and maintenance of the Agency Property Management System database for excess personal property and prepares reports for distribution within CSOSA.
- r. Assists in the review and determines the justification for the excess of personal property for CSOSA.
- s. Provides daily operational support for the Agency's property disposal program.
- t. Supervises authorized removals of excess property from CSOSA sites or various warehouse locations.
- u. Coordinates the redistribution or transfer of unrequired personal property among CSOSA internal offices and field locations.
- v. Serves as Fleet Coordinator and responsible for Fleet Management and oversight pursuant to the requirements of Policy Statement 5401, Use of Agency Vehicles.
- w. Determines actual cost of accountable property, not including IT accountable property.

**4. Space Management Officer**

- a. Reviews property relocation requests to verify if the request is valid;
- b. Analyzes the move request, verifies the current and future location of the personnel, and ensures that the selected space meets required needs, and any established government/agency use standards;
- c. Confirms the selected space for the personnel move(s) with the Requestor;
- d. Works with the Facilities Move Manager and the IT Customer Support to select a move date;
- e. Develops Property Relocation Plan (Appendix D, Attachment B.3) for approval when necessary; and
- f. Informs Facilities' Help Desk of validated move plans for distribution to the Move Manager and Coordinators.

**5. Move Manager**

- a. Reviews Property Relocation Plan with the Space Management Officer to set a desired move date;
- b. Retains the services of a moving contractor to support move requirements where required;
- c. Provides moving boxes, labels, and moving instructions to the personnel to be moved;
- d. Works with internal CSOSA staff or external moving contractor on day of move to coordinate and perform the required move;
- e. Picks up empty boxes left after the move for recycling/reuse on other jobs; and
- f. Acts as the Contracting Officer Technical Representative (COTR) for external moving contractor service invoices for work performed.

**B. Office of Information Technology**

1. Assigns an IT Accountable Property Officer and IT Inventory Control, who will be responsible for IT property management and work in conjunction with the Property Management Officer and Property Management Specialist for Agency-wide property management.
2. Initiates purchase requests (requisitions) in the Agency's financial management system for all IT personal property and software licenses.
3. Tracks and manages costs and documentation of costs of IT equipment.
4. Tracks and maintains a list of all software and software licenses.

5. Procures, issues, and tracks smartphones (Blackberry®) pursuant to the requirements of Policy Statement 5605, Agency Cell Phone.
6. Tracks and accounts for all accountable IT hardware and software using the Agency Property Management System.
7. Tags, scans and enters all accountable IT property into the Agency Property Management System within fifteen (15) business days of receipt.
8. Provides support for the annual CSOSA-wide accountable property inventory and assessment.
9. Provides reports on IT property for the Agency Property Management System and other reports as requested by the Offices of Facilities and Financial Management.
10. IT Inventory Control works directly with the Property Management Specialist to manage and maintain the Agency Property Management System. Reviews and processes the Report of Survey for IT equipment and provides a report of all property transfers, assignments, replacements or returns to the Property Management Specialist at least once a month.
11. Determines actual cost of IT accountable personal property.
12. IT Customer Support works with the Space Management Officer and Move Manager to coordinate the transfer of computer equipment for relocated employees.

**C. Office of Financial Management**

1. Coordinates personal property purchases and leases with Office of Facilities, Office of Security and Office of Information Technology staffs, in advance, in line with funding approved for such items in the annual Operating Plan budgets.
2. Develops parameters for determining the actual, complete cost of personal property.
3. Reviews and updates all purchase requests (requisitions) in the agency's financial management system to ensure that requisitions for personal property are assigned valid accounting codes. Requisitions for capitalized personal property are assigned unique accounting codes distinguishing these items from non-capitalized personal property.
4. Ensures that capitalized personal property items are recorded, tracked and valued as unique assets in the agency's financial management system according to actual acquisition cost, date placed in service and assigned depreciation period.
5. Prepares and reports the agency's financial statements, including net asset balances for capitalized personal property reflecting the actual cost of the property and applied depreciation.
6. Ensures that Agency property management staffs have access to financial management system reports showing all property purchases.
7. Notifies OHR of any outstanding liability owed by the employee and requests a hold payment action on the employee's final payroll.

OFM NOTE: OFM is working with NBC/Oracle to develop a report outlining personal property purchases for use by Agency property staffs. This report will be accessible in Oracle.

**D. Office of Procurement**

1. Procures, issues, and tracks cell phones and leased equipment (copiers and electronic monitoring equipment), except smartphones (Blackberry's®.)
2. Attaches electronic copies of all purchase orders for accountable personal property coded in the Agency financial management system within ten (10) business days after award.
3. Notifies Property Specialist of the arrival of new phones so the Property Specialist can tag and scan the equipment and load it into the Agency Property Management System.
4. Provides a monthly report to the Property Management Officer and Specialist of all issued, replaced, and services suspended on cell phones and leased equipment.
5. Provides a Report of Leased Equipment/Property to the Office of Facilities annually, prior to conducting the physical inventory. This report should include but is not limited to the Global Position Systems (GPS) monitoring devices and cell phones.
6. Completes the section on the Employee Clearance Form that references outstanding liabilities.
7. Notifies OFM of any outstanding liability owed by the employee and requests OFM to bill the employee and/or notify OHR to initiate a hold payment action on the employee's final payroll.

**E. Property Custodian**

As authorized by this Policy Statement, all Associate Directors must select a Property Custodian for each site, office or area of responsibility, under their purview, pursuant to the instructions provided in the Property Management Handbook. This requirement does not include the areas of the OIT LAN rooms or the Fire Control room. The designation must be in writing and submitted to the Property Management Officer. (See Appendix D, Attachment B.1)

The responsibilities of a Property Custodian are outlined below.

1. Monitors the immediate physical custody or personal property in his/her assigned area. Property Custodians have no authority to authorize the acquisition, transfer, or removal of personal property.
2. Assists in the annual personal property inventory and reconciliation.
3. Notifies the Property Management Specialist of any change in Property Custodians and/or property assignments.

4. Serves as the point of contact to the Property Management Specialist on all property management issues for the area, office or site as designated by their Associate Director.
5. Reports the removal or transfer of property without proper authority to the Property Management Specialist.
6. Completes a Report of Survey for property lost, damaged or stolen from their assigned common area.
7. Maintains copies of all related records.

**F. Office of Human Resources (OHR)**

1. At the request of OFM, OHR may initiate a hold payment action for any employee's final payroll payment for a liability determination from the Board of Survey or the Office of Procurement.
2. Notifies Facilities of new and/or separated employees so Facilities can update and maintain property custodian data in the Agency Property Management System.

**G. Office of Security**

1. Assist with investigations as needed for lost, stolen or damaged property and completes Incident Reports when warranted.
2. Ensures newly acquired and/or changed/moved physical security equipment is tagged with a bar code, scanned and entered into the Agency Property Management System.
3. Manages and maintains all information on physical security equipment in the Agency Property Management System.

**H. Community Supervision Services (CSS)**

1. Documents, tracks, and stores the GPS People Tracking Devices as outlined in Appendix C.
2. Documents the process and procedures for the tracking storage of the GPS monitoring devices.
3. Provides an annual report to Facilities on the leased devices prior to the annual inventory.

**I. Associate Directors, Office Directors, Supervisors, Branch Chiefs**

1. Associate Directors have oversight responsibility for the accountability and control of government-owned or leased personal property within their specific office of authority. This responsibility may be delegated in writing to Branch Chiefs, Office Directors or Program Managers and Property Custodians.

2. When an employee voluntarily separates from the Agency, reviews and approves (when warranted) the Employee Clearance Form for all direct reports.
3. When an employee is involuntarily separated from the Agency, the supervisor must collect all accountable property, (laptop, soft body armor, CSOSA jacket, cell phone etc.) and return them to the Property Management Specialist.
4. Appoints a Property Custodian pursuant to Appendix B, Section E.
5. Notifies the Property Management Officer in writing ten (10) business days prior to a change of Property Custodian. The notification shall be in writing and include the name of the departing Property Custodian, the anticipated date of change, and the name of the new Property Custodian.
6. Reviews and approves Reports of Surveys (and the accompanying documentation) on lost, stolen or damaged property before submission to the Director of Facilities for referral to the Board of Survey.
7. Notifies OFM of involuntary employee terminations so OFM can determine if there are any outstanding liabilities against the employee and if so, initiate a hold payment action against the employee's last payroll.

**J. All Employees**

1. Employees are responsible for the proper use and protection of government property that comes into their custody or control and for reporting any instances of missing, damaged or destroyed property. Employees may be held personally liable if assigned equipment (laptops, cell phones, USB drives, smartphones (BlackBerrys®), RSA Security Tokens, etc.) is lost, stolen or damaged.
2. Employees are prohibited from installing unauthorized software or hardware (personally or non-personally owned) on government equipment (i.e. workstation, network, etc). If non-standard or non-authorized items (software or hardware) are found on a CSOSA system or network, the desktop configuration will be refreshed to the standard CSOSA configuration or the device will be removed from the CSOSA network or equipment. The IT Helpdesk should be contacted to request installation or removal of any software or hardware.
3. Employees shall not relocate accountable personal property (computers, printers, shredders, etc.) from the place of installation by the appropriate CSOSA entity. If accountable personal property needs to be relocated, employees must request, through their supervisors, relocation services from the Offices of Information Technology or Facilities, as needed. If an employee observes others moving accountable property, they should report the situation to their supervisor.
4. Employees who voluntarily separate from Agency employment, must surrender all CSOSA issued personal property to the appropriate offices and obtain the requisite signatures on the Employee Clearance Form. The employee must then obtain their

supervisor's signature on the Employee Clearance Form. Failure to complete this form may result in a delay in the receipt of the employee's final paycheck.

**K. Board of Survey**

The Board of Survey (Board) will consist of three or more appointed staff members: Directors from the Offices of Facilities, Financial Management, and Procurement; and Associate Directors from the Office of Information Technology and Community Supervision Services (or their designee). The Board members will review the Report of Survey and the documentation and recommendation provided by the Property Management Officer for final determination of action and/or potential employee personal liability with respect to the circumstances and conditions connected to property, which has been lost, stolen, damaged, or destroyed.

The Board of Survey will be appointed by the Agency Director and/or his/her designee and reviewed annually. The Property Management Officer, through the Director of Facilities will request appointments and reviews for reappointments on an annual basis to the Office of the Director.

1. The Board shall meet quarterly, or less, as required by the Property Management Officer; with a quorum of three (3) members to review the results of the annual inventory and/or Report of Survey to determine if there is any fault on the part of the responsible employee or if further action is required. All decisions will be made by majority vote.
2. All meetings will be scheduled by the Property Management Officer and will be based on whether there are matters to present to the Board for action. The notification of the meeting will include an outline of the items (Report of Surveys) to be presented, the circumstances involved and the reason for the survey requirement.
3. The Board, based on the information provided shall:
  - a. Determine if the employee involved in the loss, damage, or destruction of Government property was negligent, (simple or gross) and whether such negligence resulted in the loss, damage, or destruction of Government property.
  - b. Determine employee liability and amount of liability in cases where negligence (simple or gross) is determined.
  - c. Forward the report of findings to OGC and a copy to the Property Management Officer who will forward to the Office of Financial Management with a memorandum requesting the employee be billed for the amount liable.
  - d. Refer cases to the Office of Professional Responsibility for review of possible fraud or employee misconduct when warranted.
4. Employees may appeal any charges for equipment replacement assessed to them by submitting a written appeal to the Office of General Counsel within five (5) business days of receipt of notification.

## APPENDIX C

### GUIDELINES FOR TRACKING and MONITORING GPS PEOPLE TRACKING DEVICES

#### I. GPS Devices

CSS is responsible for the tracking and monitoring of the GPS People Tracking Devices as stated below:

1. Track and maintain records of:
  - a) All received, in-use, and in-stock GPS components (not including those items considered supplies);
  - b) Unrecoverable GPS components;
  - c) GPS components returned to the vendor for any reason
2. Provide education, outreach, and notification to GPS users, customers, and CSOSA staff for effective retrieval of GPS components; and
3. Provide the following information to the Office of Facilities for the annual Agency-Wide Property Inventory:
  - a) Current list of GPS components in CSOSA inventory, with a total quantity by category and value.
  - b) List of GPS components turned back in to the vendor over the past year, including amount credited to CSOSA and total by category.
  - c) List of GPS components reported as unrecoverable to the vendor over the past year, including amount billed to CSOSA and total by category.