



Administrative Policies and Procedures: 30.3

Subject:	Management of State-Owned Property
Authority:	TCA 37-5-105(3),37-5-106, 4-3-1103, 4-3-1105
Standards:	ACA: 4-JCF-6B-09; DCS Practice Model Standard: 8-306. COA: PA-FIN 4.03, PA-RPM 2.01(a), (g), PA-ETH.3.02
Application:	To All Department of Children's Services Employees and Contractors who are assigned state-owned property
Policy Statement:	
State-owned property shall be managed in accordance with the rules and regulations promulgated by the Tennessee Departments of General Services and Finance & Administration.	
Purpose:	
To ensure that the rules and regulations for the management of state-owned property ¹ are adhered to and procedures are clearly defined for employees and Property Officers.	
Procedures:	
A. Designation and responsibilities of Departmental Property Officer	<ol style="list-style-type: none"> 1. The Director of Facilities and Support Services will appoint one employee as the Departmental Property Officer. 2. The Departmental Property Officer will: <ol style="list-style-type: none"> a) Supervise the daily management of all state-owned property transactions for the department; b) Serve as the liaison between the Department of General Services and Department of Children's Services for all state-owned property transactions; and c) Serve as the liaison between other state and federal agencies as required.

¹ For the purpose of this policy state owned property does not include state buildings or real estate.

<p>B. Regional and Youth Development Center property officers</p>	<ol style="list-style-type: none"> 1. The Regional Administrator will designate a Property Officer and an alternate employee to serve as the back-up and notify the Director of Facilities and Support Services in writing of the names of the designated staff persons. The Regional Property Officer will be responsible for the daily management and oversight of all transactions involving state-owned property transactions in the offices located in their region. 2. The Superintendent of each Youth Development Center will designate a property officer and an alternate employee to serve as a back-up and notify the Director of Facilities and Support Services, in writing, of the names of the designated staff persons. The Youth Development Center Property Officer will be responsible for the daily management and oversight of all state-owned property transactions for the Youth Development Center.
<p>C. Acquisition and recording of state-owned property</p>	<ol style="list-style-type: none"> 1. Purchases of state-owned property will be made in accordance with rules and regulations established by the Department of Finance & Administration. 2. State-owned property includes all items established by the Department of Finance & Administration as major assets or minor sensitive equipment (including computers and related equipment). 3. The recording of items purchased that requires entry into the state's property inventory system will be processed by the following designated staff: <ol style="list-style-type: none"> a) <u>Youth Development Center Property Officer</u>- Youth Development Centers. b) <u>Departmental Property Officer</u>- Regional Offices and Central Office.
<p>D. Transfer of state-owned property</p>	<ol style="list-style-type: none"> 1. Transfer of state-tagged property will be handled in accordance with rules and regulations established by the Department of General Services. Form CS-0349, Transfer of State Equipment, must be prepared (according to established procedures for completing the form) prior to moving any state tagged property to a new building location. If the property is transferred within the same building, a Transfer of State Equipment is not required. 2. All property officers must ensure that form CS-0349, Transfer of State Equipment is completed and processed according to established procedures. 3. Computers and peripheral equipment must be moved or relocated <u>only</u> by Desktop Services. If equipment is being moved because the office is relocating, Desktop Services will be available to supervise the movement of computers and peripheral equipment to the new-leased office location.

<p>E. Special procedures</p>	<ol style="list-style-type: none"> 1. The Division of Support Services may, when necessary, establish special procedures for the one-time deployment and transfer of large amounts of equipment. 2. These procedures will be disseminated to the appropriate staff at the time of deployment or transfer.
<p>F. Surplus of state-owned property</p>	<ol style="list-style-type: none"> 1. Surplus of DCS owned equipment can be requested by Regional or YDC Property Officers, OIS Asset Management, or Central Office staff. All requests should be routed to the Departmental Property Officer. All requests to surplus computer-related equipment must be approved by OIS Asset Management. 2. The list of surplus items must contain the following information: <ol style="list-style-type: none"> a) Description of the item(s) b) Condition of the item(s) c) Contact Name (individual at pick-up location) d) Phone number (at pick-up location) e) Physical location where surplus is to be picked up, to include street address, city, county, and building code f) Attach a picture of item <p>Note: If the request includes computer items containing a hard drive, GS 1048, <u>Personal Computer Data Removal Certification Form</u>, must also be attached.</p> 3. The Departmental Property Officer will verify the request and enter the information into the Department of General Services system for removal of the property by General Services. Arrangements for pickup of surplus are based upon General Service's availability.
<p>G. Lost damaged, or stolen state-owned property</p>	<ol style="list-style-type: none"> 1. State property must be adequately safeguarded at all times and users must be mindful of the threat of fire, theft, and environmental hazards to state property while in their possession. 2. All employees will be responsible for reporting lost, damaged, or stolen state-owned property by completing form CS-0986, Incident Report for Damaged, Lost, Missing, or Stolen State-Owned Property/Equipment and submitting it to the local Property Officer.

<p>H. Closure of DCS facilities/offices</p>	<p>The department will ensure complete accountability of state-owned property when DCS facilities/offices are closed by:</p> <ol style="list-style-type: none">1. Assigning of on-site staff to coordinate the transfer or surplus of all state-owned property allocated to the closing facility/office. Ensuring that no state-owned property is transferred, moved, or sent to surplus without the appropriate forms and signature of the on-site coordinator.2. Maintaining adequate staffing to ensure security of the premises and property.
<p>I. Property inventory</p>	<ol style="list-style-type: none">1. The Departmental Property Officer will:<ol style="list-style-type: none">a) Be responsible for coordinating the annual property inventory that is required by the Department of Finance & Administration.b) Inform Regional and Youth Development Center Property Officers of the annual inventory schedule, procedures, and type of forms to be used for inventory.2. The Youth Development Center Property Officer will be responsible for conducting the annual inventory of their facility.3. The designated Regional Property Officer will be responsible for conducting the annual inventory for their regional office and field offices4. The Regional, Youth Development Center and Departmental Property Officers will ensure that property inventory is completed within the designated timeframes.5. The Regional and Youth Development Center Property Officers will provide inventory results within the designated periods to the Departmental Property Officer.6. The Departmental Property Officer will compile the department's report and will work with the Department of Finance & Administration and the local property officers to reconcile any discrepancies.7. The Departmental Property Officer will submit a list of any items not located during the inventory to the Director of Internal Audit.8. The Director of Internal Audit will prepare a letter requesting that these items be deleted from inventory. This letter will be submitted to the Comptroller of the Treasury on or before June 30th of each fiscal year.

	<p>A copy of the letter will be sent to the Department of Finance & Administration to ensure that the items are removed from their system.</p>
<p>J. Donations</p>	<p>The Department of Children’s Services will acknowledge the receipt of all donations of personal property in accordance with applicable Tennessee Laws and Codes. Donations become the property of the State of Tennessee and will be handled in accordance with Department of Finance & Administration rules and regulations.</p> <ol style="list-style-type: none"> 1. Entities or entities who wish to donate personal property to the department will complete and notarize form CS-0531, Acknowledgment of Donation. DCS will respect and protect the confidentiality of donors who request anonymity. 2. The designated property officer for the region will forward the completed form CS-0531, Acknowledgment of Donation, to the Director of Facilities and Support Services 3. The Departmental Property Officer will be responsible for securing Department approval of form CS-0531, Acknowledgment of Donation and for processing the donation in accordance with applicable state guidelines. 4. The Office of Information Systems must approve all donations of computers or computer related equipment prior to the Department accepting the equipment. 5. After form CS-0531, Acknowledgment of Donation is completed, the original copy of the form will be returned to the DCS office that is receiving the donation and acting as a liaison with the donor. The submitting program will maintain a copy and forward the original to the donor. 6. If the donor’s stated values appear unreasonable, the Regional Administrator or Youth Development Center Superintendent may request a written statement from the donor that documents how the value of the donation was determined.

Forms:	<u>CS-0349, Transfer of State Equipment</u> <u>CS-0531, Acknowledgment of Donation</u> <u>CS-0986, Incident Report for Damaged, Lost, Missing, or Stolen State-Owned Property/Equipment</u>
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Collateral documents:	<i>None</i>
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