



**DEPARTMENT OF CORRECTIONS
Business & Finance**



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| Title: Warehouse Operations | DOC Policy: 30.2.2 |
| Effective: 3/1/12 | Supercedes: 7/1/99 |
| Applicability: All functional units | |
| Directives Cross-Reference: Facility Access – Div 16 Food Service Programs – Div 61 | |
| Attachments: None | |

I. PURPOSE

To establish standardized processes designed to ensure that all materials purchased by the Department of Corrections (DOC) are received and inspected by staff at authorized locations and that all warehouse stock commodities are received at, stored in, inventoried at, issued from and secured by staff at these authorized locations.

II. DEFINITIONS

- A. Commodity: A purchased or manufactured good or product.
- B. Controlled Commodities: Items inmates are not authorized to handle unless under direct supervision of staff, including yeast, uniforms or other items deemed necessary by warehouse manager.
- C. Distribution Services: Functional unit responsible for statewide commissary and warehouse facilities that provides the primary logistics support for the department.
- D. Inmate Packages and Parcels: Items that arrive at a warehouse facility which indicate they are intended for a specific inmate and authorized by security procedures.
- E. Special Purchase Commodities: Supplies and equipment not classified as warehouse stock; i.e., non-expendable property, capital improvement supplies, general maintenance items and office supplies which are received at a warehouse, then sent directly to the requesting facility or functional unit.
- F. Warehouse: A facility designed to receive, inspect, store and issue commodities for use within DOC facilities.
- G. Warehouse Stock: Commodities stored in a warehouse facility, in accordance with the standardized product and basic essential items list.

III. POLICY

A. General

1. Commodities purchased by the Department of Corrections shall be received and inspected by staff at warehouses identified by Distribution Services unless otherwise exempted by this policy.
2. The Distribution Services Administrator is responsible for:
 - a. Establishing standardized processes for receiving and inspecting commodities.
 - b. Identifying a list of additional commodities that are exceptions to the standard process.
 - c. Establishing storage, inventory, issue and security procedures for warehouse operations and warehouse stock.
3. Functional unit managers of sections receiving or handling commodities that are exceptions to the standard process will establish procedures for receipt and inspection of those materials.
4. Access to warehouse facilities will be authorized and controlled in accordance with DOC rule on **Facility Access** (OAR 291-016).

B. Warehouse Stock Commodities

1. Storage:
 - a. Commodities will be stored in compliance with manufacturer's specifications.
 - b. All warehouse stock commodities will be stored and rotated in compliance with DOC guidelines, state statutes, state health directives and OSHA guidelines as outlined in DOC rule on **Food Service Programs** (OAR 291-061).
 - c. Warehouse stock levels will be maintained at levels needed to accommodate agency usage requirements and storage space availability.
 - d. Stock commodities issued from warehouses will not be returned to the warehouse for storage except in situations involving shipping errors, ordering error or special exceptions established to support programs such as fire crews. Other exceptions may be made with approval from the local warehouse manager as needed to support agency operations.
 - e. Institutional surplus items will not be returned to the warehouse without the warehouse manager's prior approval. Surplus items will be identified and disposed of in compliance with established procedures.
 - f. Warehouses will not be used to store warehouse stock consisting of gases, toxic substances or explosive supplies.

- Farm supplies;
 - Bulk gasoline, oil, etc.; and
 - Health Services pharmaceuticals and supplies.
2. Weapons and ammunition are not authorized for receipt at designated warehouse facilities.

D. Receipt and Transfer of Other Items

1. DOC warehouse facilities are authorized to receive authorized packages as a support service for other areas of the agency.
2. Inventory: Examples of these authorized packages include inmate packages and special purchase commodities. Other types of packages may be authorized by the Distribution Services Administrator to support legitimate operational need.
3. Authorized packages may be transferred between DOC warehouse facilities as needed to best provide support services to the final recipient.
4. Transfer of authorized packages between facilities and to the final recipient will be documented.

E. Access to Warehouse

1. All DOC warehouse facilities will be secured when warehouse staff are not present.
2. After hours emergency entry to warehouse facilities may be authorized by the warehouse manager and/or designee.

F. Storage Authorization

1. Warehouse space may be utilized to store property or commodities of other sections or agencies.
2. Use of warehouse space by other sections or agencies is limited to space available after meeting operational needs, and must be approved by the warehouse manager.
3. Rental fees may be assessed for usage of warehouse space. The Distribution Services Administrator must authorize rental fees. Warehouse managers will work with DOC Contracts and Procurements to document agreements associated with this service.
4. Items stored for other sections or agencies will not be maintained in the warehouse inventory.
5. Security and access to warehouse provision of this policy will apply to these items.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: Signature on file
Birdie Worley, Rules Coordinator

Approved: Signature on file
Mitch Morrow, Deputy Director