



**DEPARTMENT OF CORRECTIONS
Business & Finance**



Title:	Employee Assigned Assets	DOC Policy: 30.2.3
Effective:	2/1/09	Supercedes: N/A
Applicability: All DOC Employees, Contractors, and Volunteers		
Directives Cross-Reference: None		
Attachments: None		

I. PURPOSE

To provide guidance for maintaining records of State property assigned to state employees, contractors, or volunteers in accordance with the Oregon Accounting Manual; Employee Assigned Property - 10.55.00 PO

II. DEFINITIONS

- A. Contractor: Any person under contractual arrangement to provide services to the Department; any person employed by private or public sector agencies who is serving under Department sanctioned assignment to provide services or support to Department programs.
- B. Employee: Any person employed full-time, part-time or under temporary appointment of DOC.
- C. Employee Assigned Property: State owned property assigned directly to employees, contractors, or volunteers because it is required to accomplish their job. Examples include: Cell phones, pagers, cameras, PDAs, Laptop computers, security cards, credit cards, etc.
- D. Volunteer: An approved person who donates time, knowledge, skills and effort to enhance the mission, activities and programs of the Department.

III. POLICY

- A. Employee Assigned Property:
 - 1. Supervising managers are responsible for issuing and accounting for property assigned to employees.
 - 2. An Employee Assigned Property form (CD 1489) will be prepared when an individual is hired or transferred to another position within the Department.
 - 3. When additional property is assigned to an employee or the property is returned from the employee, the Employee Assigned Property form shall be updated within two days of receipt of the property or return of the property.

4. Annually, at the time of the performance appraisal, the manager will review the list of assets to assure that the employee still has possession of those items.
 - a. The manager is responsible for updating and retaining the form as well as any other pertinent information about the assigned property in the local supervisory working files.
 - b. When the employee separates from DOC the final inventory form will be forwarded to Human Resources to be placed in the employee's permanent file.
5. It is the employee's responsibility to notify his/her supervisor and other appropriate staff when an item is lost or stolen.
6. Upon termination or transfer of an individual, it is the responsibility of the employee to return all items. The supervising manager is responsible for reviewing the list with the individual and recovering the items listed. If any of the assets are not returned or accounted for, it is the responsibility of the supervising manager to make arrangements with the employee for repayment for the missing assets.

B. Property Assigned to Contractors:

Department property that will be assigned to contractors should be included in the contract and accounted for by the contract administrator.

C. Property Assigned to Volunteers:

If state-owned property is assigned to volunteer workers, there should be a written agreement specifying how and when the property will be inventoried and how it should be returned upon completion of the volunteer assignment.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Approved: Signature on File
Mitch Morrow, Deputy Director