



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

**Title:** Property Management and Control Procedures

**Related Policy:** FDJJ – 1312

## I. DEFINITIONS

**Department of Financial Services** - Agency responsible for managing the State's official financial records in FLAIR.

**Department of Juvenile Justice Property and Insurance Manual** – Manual published by the Bureau of General Services, Support Services Section, that outlines procedures for the management of State owned property and insurance.

**Final Disposition** – The method used for disposal of authorized surplus property within a specific timeframe.

**FLAIR** – Florida Accounting Information Resource – The automated accounting system utilized by the State of Florida. Contains the official records of Departmental property items.

**General Services Liaison (GSL)** – Staff members who work in each of the regions that perform General Service's functions such as conducting the annual physical inventory.

**Non-Profit Organization** – An organization which has been held to be tax exempt, under the provisions of Section 501 of the Internal Revenue Service, and which has as its principal mission public health and welfare, education, environmental restoration and conservation, civil and human rights or the relief of human suffering and poverty.

**Operating Capital Outlay (OCO)** – An appropriation or budgetary category used to classify expenditures for property which has an acquisition cost of \$1,000 or more, and the normal expected life of one year or more and hardbound books valued at \$250 or more. DJJ will include all computers and laptops no matter the purchase price.

**Property Custodian** – The Regional Manager/Bureau Chief responsible for the use and immediate control of property under their supervision.

**Property Custodian's Delegate** – An employee appointed by the Regional Manager/Bureau Chief who is acting under the supervision of the Property Custodian to whom the custody of the property has been delegated. This person cannot personally inventory items for which they are responsible.

**Property Green Sheet** – The form used to issue property tags for OCO purchases. This form must be completed and returned to the Property Management Office.

**Property Information Worksheet** – The form used to request property tags for found property or contracted property purchased using Department funds.

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**Property Liaison** – Staff member in each facility, administrative office or bureau at Headquarters responsible for property functions such as conducting the annual physical inventory.

**Property Management Office** – Section within the Bureau of General Services, Support Services Section that performs property functions. The section consists of the Property Administrators and Government Operations Consultant II.

**Support Services Section** – The section at Headquarters within the Bureau of General Services that provides guidance, management and accountability of property for the Department.

**Surplus Property** – Any property that is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function as to any activity or location.

**Transfer/Relocation** – The moving of a piece of equipment from one organization code to another or one office, site or building to another.

## **II. STANDARDS/PROCEDURES**

### **A. Acquisition of Property:**

1. Employees shall acquire property through purchase, transfer or donation.
2. If property is neither an OCO item nor a computer, employees shall apply a “Property of Department of Juvenile Justice” tag. Tags are available from the Property Management Office.
3. If property is an OCO item or computer, employees shall notify the General Services Liaison (GSL), providing a copy of the invoice to the GSL or the Property Management Office within five days of receipt. The GSL shall then request a numbered, bar-coded tag from the Property Management Office.
4. The Property Management Office shall receive and review invoice.
5. The Property Management Office shall assign a numbered, bar-coded property tag to equipment in FLAIR, sending property tags to the GSL with the Property Green Sheet.
6. The GSL/Property Liaison shall receive the Property Green Sheet and numbered, bar-coded property tag(s) and place the tags on the equipment.
7. The GSL/Property Liaison shall complete requested information on the Property Green Sheet. The Property Liaison shall send documentation back to the GSL who will review and forward to the Property Management Office.
8. The Property Management Office shall receive and review property documentation, inputting information into FLAIR and creating a property record for each item that will be listed on the inventory.

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**B. Annual Inventory:**

1. The Property Management Office shall request the annual property inventory report from the Bureau of Finance and Accounting.
2. The Property Management Office shall print and sort the report by organization code and mail the inventory report to each program area/bureau.
3. The Regional Director/Bureau Chief shall review and distribute the inventory report to the Property Custodian's Delegate who shall assign it to the GSL/Property Liaison.
4. The GSL/Property Liaison or /Contract Manager/Contract Monitor for contracted programs, shall conduct the inventory to visually inspect each item and ensure accurate completion within a specified timeframe. For items found during inventory but not on the inventory report, they shall complete the Property Information Worksheet, Form 37 (Attachment 1).
5. The GSL/Property Liaison/Contract Manager/Contract Monitor shall sign and date inventory, keeping a copy for their records and forwarding the original inventory to the Property Custodian for signature.
6. The GSL/Contract Manager/Contract Monitor shall review completed inventory reports for accuracy and completeness, keeping copies for their records and submitting original, completed inventory to the Property Management Office.
7. The Property Management Office shall receive and log inventories.
8. The Property Management Office shall input inventory data into FLAIR for each property item accounted for on the inventory report.
9. The Property Management Office shall input items not accounted for into status code 8 (missing, lost or stolen pending DFS write-off approval).
10. The Property Management Office shall prepare a spreadsheet of all status code 8 items, sorted by region and send to GSL/Property Liaison.
11. The GSL/Property Liaison shall review the list of status code 8 items, assist with locating property items not accounted for and provide correct information for items located to the Property Management Office.
12. The Property Management Office shall make appropriate corrections in FLAIR for items located.

**C. Contract Providers' Inventory:**

1. The Contract Manager/Contract Monitor shall coordinate with the Contract Provider to complete an inventory list of all State owned property 30 days prior to the expiration of the contract. This must be accomplished even if the contract is extended or renewed.

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2. The Contract Manager/Contract Monitor shall compare the inventory to the list of items purchased with State funds in the contract file and complete the inventory listing using the Property Information Worksheet.
3. The Contract Manager/Contract Monitor shall submit an inventory of OCO property to the Property Management Office.
4. The Property Management Office shall receive and research contract inventories; determine OCO items to assign property tags; and input property information into FLAIR.
5. The Property Management Office shall send property tags with the Property Information Worksheet to the Contract Manager/Contract Monitor.
6. The Property Management Office shall maintain a file of each reported inventory from a Contract Provider run program.
7. Upon receipt of property tags and a Property Information Worksheet, the Contract Manager/Contract Monitor shall verify information on the worksheet and correct any discrepancies.
8. After affixing property tags to the appropriate items, the Contract Manager/Contract Monitor shall sign the Property Information Worksheet and return form to the Property Management Office.

**D. Missing, Lost or Stolen Property:**

1. Department employees/Contract Providers shall identify equipment that is missing, lost or stolen.
2. If an item was identified as stolen, DJJ employees/Contract Providers shall contact the local law enforcement office and obtain a copy of the theft report from the law enforcement office.
3. DJJ employees/Contract Providers shall complete the Support Statement for Notification of Missing, Lost or Stolen Property, Form 30 (Attachment 2) and submit the completed form with supporting documentation (police report, employee's statement, etc.) to the GSL, Property Liaison or the Contract Manager/Contract Monitor.
4. The appropriate GSL, Property Liaison or Contract Manager/Contract Monitor shall review the form for accuracy and completeness.
5. The appropriate GSL, Property Liaison or Contract Manager/Contract Monitor shall submit all documentation to the GSL or Property Management Office, as appropriate, maintaining a copy in suspense file.
6. The Property Management Office shall review the forms and supporting documentation.
7. If an item was identified as stolen, a written request is submitted by the Property Management Office to DFS for write-off approval.

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8. If an item was identified as missing or lost, it will remain on the inventory for two consecutive inventories before written request is submitted to DFS for write-off approval.
9. Upon receipt of write-off approval by the Property Management Office, items shall be deleted from FLAIR.

**E. Property Transfer/Relocation:**

1. DJJ employees or Contract Providers shall notify the GSL, Property Liaison or Contract Manager/Contract Monitor when property needs to be moved.
2. The GSL, Property Liaison or Contract Manager/Contract Monitor shall complete the Property Transfer/Relocation Form, Form 24 (Attachment 3) and forward it to the GSL or Property Management Office as appropriate.
3. The Property Management Office shall receive and review Property Transfer/Relocation forms inputting changes into FLAIR and filing the Property Transfer/Relocation form.

**F. Surplus:**

1. DJJ employees or Contract Providers shall notify the GSL, Property Liaison or Contract Manager/Contract Monitor of surplus property.
2. The GSL, Property Liaison or Contract Manager/Contract Monitor shall complete the Surplus Certification of State Property, Form 25, for all State property no matter the dollar amount (Attachment 4).
3. The GSL, Property Liaison or Contract Manager/Contract Monitor shall sign and forward the Surplus Form to the appropriate MIS Regional Leader for computer equipment or Property Management Office for non-computer equipment.
4. For computer equipment, the MIS Regional Leader or Field staff shall review any surplus request to determine whether items can be used in other areas of the Department.
5. If an item is determined to be useful in another area of the Department, MIS will notify the GSL to have the item removed from the surplus request. A Property Transfer/Relocation form must be completed and submitted to the Property Management Office.
6. MIS Regional Leader or Field staff shall clean or remove useable hard drives or destroy non-useable hard drives prior to disposal.
7. MIS Regional Leader or Field staff shall sign and document the cleaning method for approval to dispose of computer equipment and submit the form back to the appropriate GSL for review.
8. The GSL shall review and submit the surplus request to the Property Management Office.
9. The Property Management Office shall:
  - a. Receive and review surplus requests.

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- b. Submit requests to the Support Services Director for final approval.
  - c. Assign surplus certification numbers and prepare surplus authorization letters.
  - d. Delete surplus items from FLAIR.
  - e. Submit surplus authorizations to the GSL and/or Contract Manager/Contract Monitor.
10. The GSL or Contract Manager/Contract Monitor shall receive the authorization and submit a copy to the requesting office for final disposition.
11. The Contract Provider or Property Liaison shall dispose of authorized items by transferring them to another State Agency, local government office, non-profit organization or use the State Contract for Recycling Services.
12. The Contract Provider or Property Liaison shall provide a copy of the final disposition documentation to the GSL within 60 days of surplus authorization.
- a. If an item is transferred to another State Agency or local government office a copy of the FLAIR screen print will need to be provided to the gaining organization.
  - b. If the item is donated to a non-profit organization, it is required that a copy of their IRS 501(c) certification be obtained along with a memorandum on the organizations letterhead acknowledging receipt of the equipment, listing each item received.
  - c. If an item is recycled, a list of the recycled items must be provided along with the documentation received from the recycling company.
13. The GSL or Contract Manager/Contract Monitor shall receive and review final disposition documentations and forward them to the Property Management Office.
14. The Property Management Office shall receive and review final disposition documentations and file them with the surplus requests.

**G. Equipment Issue/Receipt Record:**

- 1. DJJ employees shall complete the Equipment Issue/Receipt Record, Form 26 (Attachment 5), for equipment being assigned to them or transported outside of the building. This includes all OCO equipment such as computers and laptops.
- 2. DJJ employees shall submit the Equipment Issue/Receipt Record form to the appropriate GSL/Property Liaison.
- 3. The GSL or Property Liaison shall receive and review the Equipment Issue/Receipt Record form, keeping a copy on file for future reference.

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**III. RESPONSIBILITY AND DUTIES**

A. Responsibilities of Assistant Secretaries:

1. Ensure all rules and policies are followed.
2. Ensure the completion of the program areas annual inventory statewide.

B. Responsibilities of Regional Directors:

1. Maintain the overall condition and accountability of property in their region.
2. Ensure the completion of the annual inventories for the region. Sign as Property Custodian on all inventory pages for their region.
3. Ensure that all facilities and offices provide property documentation to the General Services Liaison (GSL) or Property Management Office.
4. Ensure that a GSL is appointed in their region.
5. Ensure that GSL receives training.

C. Responsibilities of Facility Managers/Superintendents:

1. Appoint a staff member to serve as the Property Liaison for that facility. This staff member will assist the Manager/Superintendent in managing property at the facility.
2. Ensure that all property documentation is completed and forwarded to the GSL.
3. Assist facility personnel with the completion of the annual inventory.

D. Responsibilities of Property Liaisons at Facilities:

1. Prepare and submit documentation to the GSL for any property status changes.
2. Supervise and complete the annual inventory, submitting the annual inventory to the GSL.
3. Serve as the point of contact for all property issued at their facility or office.
4. Ensure that all State property is tagged.

E. Responsibilities of ELT Members and Bureau Chiefs:

1. Appoint staff member to serve as the Property Liaison for their section or bureau at Headquarters and outlying offices if needed.
2. Ensure that all Property Liaisons receive training.
3. Ensure the completion of the annual inventory. Sign as Property Custodian on all inventory pages for their bureau or office.

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**F. Responsibilities of Property Liaisons at Headquarters:**

1. Receive and review property transactions from staff members in the section or bureau, forwarding the documents to the Property Management Office.
2. Serve as the point of contact for the section or bureau for all property issues.
3. Ensure property transfers/relocations are completed whenever property is moved.
4. Process surplus requests and coordinate disposal.
5. Complete the annual inventory, submitting the inventory to the Property Management Office.
6. Ensure that all State property is tagged.

**G. Responsibilities of General Services Liaisons (GSL):**

1. Receive and review property transactions from Property Liaisons, forwarding documents to the Property Management Office.
2. Provide guidance and assistance to facilities and programs during the annual inventory. This can include but is not limited to: a) providing instructions on how to conduct the inventory and filling out all documentation; and/or b) assisting the Property Liaisons in conducting the inventory at their office or facility.
3. Monitor the regions property items in FLAIR.
4. Review requests from Property Liaisons for new location codes and forward to the Property Management Office.
5. Process surplus requests and coordinate their disposal, providing final disposition documentation for all OCO surplus property.
6. Provide training and technical assistance to the Property Liaisons and Contract Managers/Contract Monitors in the region when requested.
7. Ensure that all State property is tagged.
8. Assist with the annual inventory for the regional office in their area of responsibility.

**H. Responsibilities of Contract Managers/Contract Monitors:**

1. Obtain inventory information and invoices from contracted programs for all newly purchased State owned property and report to the GSL for review and submission to the Property Management Office.
2. Monitor all property purchased with State funds to ensure accountability. Ensure that all State property is tagged.



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3. Report surplus requests to the GSL. Provide final disposition documentation for all OCO surplus property to the GSL or Property Management Office.
4. Provide transfer/relocation requests to the GSL or Property Management Office.

**I. Responsibilities of Contract Providers:**

1. Provide inventory information and invoices to the Contract Manager/Contract Monitor when using funds provided by the Department of Juvenile Justice. Ensure that all State property is tagged.
2. Maintain and account for property purchased with State funds. Report immediately to the Contract Manager/Contract Monitor any property that is missing, lost, stolen or destroyed.
3. Provide surplus requests to the Contract Manager/Contract Monitor. Coordinate disposal after receiving surplus authorization. Provide final disposition documentation for all OCO surplus property.

**J. Responsibilities of Support Services Director, Bureau of General Services:**

1. Serve as the property accountability officer for the Department.
2. Supervise and ensure that accurate data entry of property transactions is made by the Property Management Office.
3. Review surplus requests and provide final approval.

**K. Responsibilities of the Property Management Office, Bureau of General Services:**

1. Coordinate and assist with property related matters.
2. Provide assistance to the GSLs with obtaining FLAIR inquiry access.
3. Review surplus requests and complete surplus authorizations. Document final disposition of all OCO surplus property.
4. Ensure all data for Department owned equipment is accurate in FLAIR.
5. Establish location codes as needed.
6. Conduct data entry of inventory updates and transfers/relocations into FLAIR.
7. Provide training to GSLs, Property Liaisons and Contract Managers/Contract Monitors.
8. Issue numbered, bar-coded property tags for OCO property. Reprint replacement/duplicate property tags as requested.
9. Conduct training as needed.

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L. Responsibilities of Department Staff:

1. Care for and safeguard all State property entrusted to them. Ensure that all State property is tagged.
2. Assist as required with the annual inventory.
3. Notify GSL/Property Liaison whenever property is moved.

**IV. ATTACHMENTS**

Attachment 1 - Property Information Worksheet, Form 37

Attachment 2 - Support Statement for Notification of Missing, Lost or Stolen Property, Form 30

Attachment 3 - Property Transfer/Relocation Form, Form 24

Attachment 4 - Surplus Certification of State Property, Form 25

Attachment 5 - Equipment Issue/Receipt Record, Form 26