# YOUTH SERVICES
# POLICY

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|---|---|
| **Title:** Asset Management | **Type:** A. Administrative<br>**Sub Type:** 3. Fiscal<br>**Number:** A.3.1 |
| | **Page** 1 **of** 8 |
| **References:**<br>La. R.S. 24:523, L.A.C. Title 34; La. R.S. 39:321 through 39:332 "Division of Administration Property Control;" Division of Administration's State Property Control Regulations, Title 34, Chapters 1 through 9; ACA Standards 2-CO-1B-08 (Administration of Correctional Agencies); and 4-JCF-6B-09 (Performance-Based Standards for Juvenile Correctional Facilities); Louisiana Property Assistance Agency Policy No. POL 201401; PPM 11 "Data Sanitization"; Office of Technology Services Information Security Policy; YS Policy Nos. A.1.4 "Investigative Services", A.1.14 "Unusual Occurrence Reports" and C.1.3 "Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties" | |
| **STATUS: Approved** | |
| **Approved By:** *James Bueche, Ph.D., Deputy Secretary* | **Date of Approval:** 12/06/2019 |

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the agency's accounting and asset management control.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, Facility Directors, Regional Managers, and all employees responsible for the proper accounting and control of state property.

## IV. DEFINITIONS:

***Asset Management Platform (AMP)* –** An automated statewide inventory system used for state property control.

***Central Office Property Control Manager (CO PCM) and Assistants* –** The Administrative Program Specialist and designated CO employees who conduct and assist with property control for YS, including annual inventories of property.

***Data Sanitization –*** The process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media. A device or electronic media that has been sanitized has no residual data, even when data recovery is attempted with advanced forensic tools.

***Device*** – Any equipment, hardware or system, owned, managed or utilized by an agency or its agents to transmit, store or process data. Examples include, but are not limited to: laptops, desktops, servers, routers, smart phones, PDAs, tablets, monitoring systems, printers, fax machines, or copiers.

***Electronic Media*** – Any media owned, managed or utilized by an agency or its agents with the capability to store, transmit or receive data. Examples include, but are not limited to: CDs, DVDs, Hard Drives (HDD), Backup tapes, USB drives, SD cards, network attached storage, or internal system memory components (ROM and RAM).

***Louisiana Employees Online (LEO)*** – A website with a variety of services maintained by the State of Louisiana for state employees. Among some of the services provided are payroll, leave requests and approval, and the provision and recording of training activities.

***Louisiana Property Assistance Agency (LPAA) –*** An agency that provides property and fleet management for the control and disposition of all state moveable property and fleet management for the State of Louisiana.

***Office of Technology Services (OTS)*** – Ancillary agency which functions as the centralized provider of IT support services for executive cabinet agencies of state government, and is designated as the sole authority for information technology procurement.

***Property Control Managers (PCMs) –*** Employees who are designated by Facility Directors to handle and/or coordinate property control at the facilities.

***Property Liaisons (PLs) –*** Employees who are designated by Regional Managers to handle and/or coordinate property control at the regional offices.

***Training Records Entry Completed (TREC)*** - The database used to track training hours of YS employees at some secure facilities.

***Unit Head*** – For purposes of this policy, the Deputy Secretary, Facility Directors and Regional Managers.

***Unusual Occurrence Report (UOR)*** - A form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day an incident is observed or comes to the employee's attention in any way. If a UOR form is not available, the employee may use any paper available to him to report the pertinent information. UORs may also be submitted by email in any format. (Refer to YS Policy No. A.1.14)

***YS Central Office*** - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, General Counsel, Regional Directors, and their support staff.

## V. POLICY:

It is the Deputy Secretary's policy that all units shall follow established laws, policies and procedures to allow for the proper accounting and control of property, supplies and assets of YS.

Each unit shall comply with the provisions of La. R.S. 39:321 through 39:332 to ensure proper accounting and control of all state properties. The Division of Administration's (DOA) "State Property Control Regulations" are the official promulgation of policies, procedures and regulations for accounting of movable property for all state agencies. Therefore, all reporting requirements outlined in the DOA "State Property Control Regulations", Title 34, Chapters 1 through 9, shall be adhered to.

No property of any unit shall be sold, transferred or assigned to any other agency without prior approval of the Central Office Property Control Manager (CO PCM) and without LPAA approval through the online "Asset Management Platform" (AMP).

All acquisitions of qualified items must be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration. All pertinent inventory information must be forwarded to the "Louisiana Property Assistance Agency" (LPAA) director/designee within 60 calendar days after receipt of these items. In instances when equipment must be installed and/or tested before acceptance by the agency, the calendar days shall begin upon official acceptance by the agency.

The CO PCM is responsible for the overall supervision of property inventory and control throughout YS, and shall make necessary visits and inspections to assure full compliance with state laws and regulations.

## VI. INVENTORY AND PROPERTY MANAGEMENT PROCEDURES

A. Each Unit Head shall designate a Property Control Manager (PCM)/Property Liaison (PL), who shall be responsible for the inventory and tracking of all state property assigned to the facility or office. They shall also be responsible for reporting to the CO PCM any changes in the status of property located at the unit, pursuant to YS Policy No. A.3.11.

B. All property assigned shall be accounted for at all times. This accountability includes the movement, disposal, inventories, and the yearly certification of property.

**RS 39:324 – Inventory of Property**
Each property manager shall make a complete physical inventory of the property of his/her agency once each fiscal year. The agency shall establish and maintain a master file of the agency inventory of movable property. The master file shall contain the following information:

1. A description of the property.
2. The manufacturer's serial number, if any.
3. The description and location of the identification mark.
4. The original cost of the property.
5. The principal place where the property is housed, garaged stored, or used.

By entering "NONE" or "N/A" in the Serial Number field the agency property manager is certifying that asset does not have a serial number.

As stated in **Title 34, Part VII 311.B:**
The agency's property manager shall submit all pertinent inventory information on items acquired by the agency and defined in these regulations as items to be inventoried.

**A randomized inventory of ten percent (10%)** of the site's state property shall be **conducted** monthly **(February, March, May, June, August, September, November and December)** and **submitted** to the CO PCM **by** no later than the **15th day** of each month by the PL. The PL shall use the instructions in Attachment (d), to generate the randomized inventory list and in filing the monthly property inventory report.

An inventory of 100% of the site's state property shall be **conducted** quarterly **(January, April, July, October)** and **submitted** to the CO PCM **by** no later than the **15th** of each month by the PL.

C. All movable property which has an acquisition cost of $1,000 or more, as well as vests, guns and other items deemed necessary, regardless of cost, with the exception of items specifically excluded in L.A.C. Title 34, Part VII, § 307.3, shall be tagged by the unit's PCM/PL upon acquisition and placed on the statewide inventory system. In addition, all property acquisitions shall be reported to LPAA through the AMS within 60 days of receipt.

Due to the handling of most weapons, property tags are not an effective option of tracking property. Therefore, all guns shall be etched on the trigger guard, under the trigger, with the appropriate LPAA property number.

## VII. MOVEMENT OR REMOVAL OF PROPERTY

A. Any movement of property within YS and/or any change of physical location of property within the same unit shall be done by using the "Office of Juvenile Justice State Property Transfer/Disposal Form" [see Attachment A.3.1 (a)]. No property shall be moved and/or transferred until the requestor receives a copy of the approved form from the unit's PCM/PL.

B. Any temporary removal of moveable property from its assigned location shall be submitted for approval by using the "Office of Juvenile Justice Request for Temporary Removal of State Moveable Property" form [refer to Attachment A.3.1 (b)].

The completed form shall be sent to the Unit/Section Head for approval. The approved form shall be sent to the CO PCM for approval, and returned to the PL. **An "Office of Juvenile Justice Request for Temporary Removal of State Moveable Property" form shall be submitted annually, by** no later than **January 30th** for approval/re-approval.

Upon transfer/separation of an employee from a location, all moveable property that was approved for temporary removal must be returned to the PL, and the current year's approved "Office of Juvenile Justice Request for Temporary Removal of State Property" form shall be signed by the employee indicating that the property has been returned to the PL at the proper location. The form shall be sent to the CO PCM for approval, and returned to the PL.

## VIII. PROPERTY TURNED OVER TO A VENDOR FOR REPAIRS

A. **All property turned over to a vendor for repairs** shall be accompanied by a transmittal listing the property description, tag number, and location to which it is being sent. The "Authority to Release Equipment for Repairs" form (see attached LPAA sample form) shall be used for this purpose. The receiving party must sign acceptance of the property. The completed property transmittal form shall be maintained until the property is returned. The completed form shall be maintained on file by the PCM/PL.

**All electronic devices/media transferred to an IT Technician for repair** shall be accompanied by a transmittal listing the property description, tag number, serial number (if applicable), and location to which it is being sent.

The "Office of Juvenile Justice Computer Repair Form" [see Attachment A.3.1(c)] shall be used for this purpose. The receiving party must sign for acceptance of the property. The completed form shall be maintained until the property is returned.

## IX. DISPOSAL, DONATIONS AND SURPLUS OF PROPERTY

A. Prior to disposal of property and/or dismantling of property for parts to be used on other property, a "Juvenile Justice State Property Transfer/Disposal" form shall be completed. All electronic devices/media, including non-tagged items, shall be created as an asset in Asset Management System Works (AMS), and assigned a state property tag before a request for surplus or disposal is created in AMS.

Requests to surplus or dispose of assets deemed to be electronic media do not include assets of any other class. All electronic devices/media shall be sanitized of any residual data before approval is granted by LPAA for disposal and/or dismantling of property for parts. The "Certificate of Data Sanitization" form (see attached LPAA sample form) must be completed by the agency's assigned OTS IT Technician(s) actually performing the sanitization according to the LPAA PPM11 – Data Sanitization procedure. After ensuring the data is completely sanitized, the OTS IT Technician shall affix a "Data Sanitization Label" (see attached LPAA sample label) on the electronic device/media with the technician's initials and date next to the property tag.

The OTS IT Technician(s) shall be required to sign for each piece of equipment they personally sanitized. The certification shall be sent to the OTS IT Technician's immediate supervisor to sign affirming the work has been completed. The certification shall then be sent by the OTS IT Technician to the PCM to complete with the LPAA Asset Management Works (AMS) transfer detail number and signature. The fully executed "Certification of Data Sanitization" form must be electronically attached to the AMS disposal/surplus request before LPAA will consider it approval.

In addition, if the request is for disposal, such as a request to scrap, dismantle for parts, inventory adjustment, trade in, or for an AS IS WHERE IS sale, a picture shall be submitted to clearly show each asset's property tag, and the fully completed "Data Sanitization Label" affixed to that asset before approval will be considered.

The completed "Juvenile Justice State Property Transfer/Disposal Form" shall be sent to the Unit Head for approval. The approved form shall be sent to the PCM for approval and returned to the PL. The PCM/PL shall contact the LPAA for final approval. Following approval by LPAA, the unit's PCM/PL shall make appropriate arrangements for disposal and/or dismantling.

B. Donations of movable property must be given a fair market value as agreed upon between the donor and appropriate Unit Head, recorded in the inventory, and tagged if the fair market value is $1,000 or more.

## X. ANNUAL INVENTORY PROCEDURES

A. All Unit Heads shall ensure that a complete annual inventory of all property is maintained as required by State Property Control Regulations. PLs/Unit Managers shall assist the PCMs in conducting annual physical inventories. Written statements shall be provided when requested, as to the nature and circumstances surrounding any discrepancies.

B. The Undersecretary, CO Administrative Program Director, appropriate Regional Director, and LPAA shall be notified by the unit's PCM at least 30 days prior to the scheduled date of the annual inventory.

C. Upon completion of the annual inventory, a report is submitted by the LPAA auditor to the PCM. The unit's PCM shall make a report to the Undersecretary, the CO Administrative Program Director, CO PCM, and the appropriate Regional Director simultaneously.

## XI. PROCEDURES FOR LOST OR STOLEN PROPERTY

A. When a PCM/PL has knowledge or reason to believe that any property of the unit has been lost, stolen, destroyed or is otherwise unaccounted for, the unit's PCM/PL shall **immediately** complete a UOR and forward it to the Unit Head, appropriate Regional Director, the CO Administrative Program Director, and the CO PCM. The Regional Director/designee shall immediately report the incident to Investigative Services (IS) (refer to YS Policy No. A.1.4).

Staff may be required to remit payment for damage to property/assets if abuse or neglect is determined.

The incident shall be investigated by IS, and a local law enforcement agency notified as deemed appropriate, pursuant to YS Policy No. C.1.3.

A final report shall be submitted to the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, appropriate Regional Director, CO Administrative Program Director, CO PCM, and the DOA. (Refer to YS Policy No. C.1.3 for additional information about property offenses.)

The Deputy Secretary shall give written notice to the Legislative Auditor and the District Attorney of the parish in which a property offense was committed against the state as required by LA. R.S. 24:523. (Refer to YS Policy No. C.1.3 for additional information about this notification.)

## XII. INVENTORY OF SUPPLIES

A. Supplies shall be inventoried as required by Unit Manual procedures. A completed copy of the monthly and annual inventory reports shall be submitted to the Undersecretary no later than 15 days following the end of the month or fiscal year respectively.

## XIII. INVENTORY OF STAFF HOUSING WITH STATE-OWNED PROPERTY

A. Each secure care facility's PCM shall make an annual inventory of staff housing in which state-owned property is contained and at such times as the houses are vacated.

## XIV. STAFF DEVELOPMENT:

A. All PCM/PL assigned staff shall be trained in the DOA State Property Control Regulations and the contents of this policy prior to being designated by Unit Heads.

B. Training shall be documented on an attendance training roster and entered in the "Training Records Entry Completed" (TREC) database and "Louisiana Employees Online" (LEO) by designated unit staff.

C. Training documentation shall be maintained on file at the units.

**Previous Regulation/Policy Number:** A.3.1
**Previous Effective Date:** 11/13/2018
**Attachments/References:** A.3.1 (a) OJJ State Property Transfer Disposal Form Nov 2018.xls
A.3.1 (b) OJJ Request for Temporary Removal of State Moveable Property.xls
A.3.1 (c) OJJ Computer Repair Form Nov 2018.doc
A.3.1 (d) Randomizer Tool Instructions Dec 2019.doc
Authority to Release Equipment for Repairs.pdf
LPAA Certificate of Data Sanitization.pdf
LPAA Data Sanitization Label.pdf

Rev:11/2018

# OFFICE OF JUVENILE JUSTICE
# STATE PROPERTY TRANSFER/DISPOSAL FORM

| TO: PROPERTY CONTROL MANAGER | FROM: | DATE: |
|---|---|---|

REQUEST THE FOLLOWING ACTION TO BE TAKEN ON ITEMS LISTED BELOW: ☐ Agency Transfer ☐ Location Transfer ☐ Surplus ☐ Disposal

| DESCRIPTION | PROPERTY TAG NUMBER | Serial Number | FROM | | TO | |
|---|---|---|---|---|---|---|
| | | | Section | Person Responsible | Section | Person Responsible |
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INDIVIDUAL/SECTION REPRESENTATIVE RELINQUISHING STATE PROPERTY — Date

PRINT NAME — SIGNATURE

INDIVIDUAL/SECTION REPRESENTATIVE RECEIVING STATE PROPERTY — Date

PRINT NAME — SIGNATURE

PROPERTY CUSTODIAN — Date

PRINT NAME — SIGNATURE

SIGNATURE OF PROPERTY MANAGER — Date

**NOTE: NO ITEM CAN BE MOVED FROM ONE LOCATION TO ANOTHER WITHOUT THE APPROVAL OF THE PROPERTY CONTROL MANAGER. THE PERSON WHO ACTUALLY COMPLETES THE TRANSFER OF THE ABOVE ITEMS MUST SIGN IN THE APPROPRIATE LOCATION AND FORWARD TO THE PROPERTY CONTROL MANAGER IMMEDIATELY.**

OFFICE OF JUVENILE JUSTICE

# REQUEST FOR TEMPORARY REMOVAL OF STATE MOVEABLE PROPERTY

Agency Number:_____

**Instructions**: Fill in the necessary information **ABOVE THE DOTTED LINE**.
Acquire necessary Agency Head signature. This form should then be forwarded to the Agency Property Control Manager for review and approval. Once approved, original will be retained in Property Control Office. A copy of this form must be attached to the inventory printout in the event of an audit. When the equipment is returned, sign at the bottom of the page in spaces provided **BELOW THE DOTTED LINE.**

**I request to be allowed to remove state moveable property from its current operating location(s) and I understand I shall be responsible for the equipment while in my care. I also certify the said property will be utilized for agency related business only. (Examples of state moveable property includes but is not limited to weapon, vest, laptop and electronic device, cell phone, etc.)**

_____ _____Date_____
**PRINT NAME** **SIGNATURE**

Date Required_____Estimated Date of Return_____

Reason(s)_____

| Item/Description | Property Control Tag # | Requested Location |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

UNIT/SECTION HEAD:_____Date_____

PROPERTY CONTROL MANAGER:_____Date_____

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The aforementioned property has been returned to the proper location(s) as of this date:

Employee Signature_____Date_____

Property Control Manager_____Date_____

# Computer Repair Form

Ticket Number: _____ Make & Model: _____

Location: _____ Laptop or Desktop: _____

User Name: _____ State Tag Number: _____

Password: _____ Serial Number: _____

Computer Problem: _____

_____

_____

**Received by:**

_____
Date

_____
Department Name

_____
Employee Printed Name

_____
Employee Signature

**Picked up by:**

_____
Date

_____
Department Name

_____
Employee Printed Name

_____
Employee Signature

For IT Use Only

Computer Solution:_____

_____

_____

Repaired By: _____ _____
Technician Date

Final action:
____ Return to User
____ Surplus to LPAA

Each site's PL must use The Randomizer to ensure that a random 10% sampling is used. To use The Randomizer tool, all site PLs must use the following steps:

- Step 1: From AMP, print the site's assets certification report.

- Step 2: Number each asset (I.e., 1, 2, 3, and so on).

- Step 3: From the last page of the site's assets certification report, multiply the "Total Assets" times 10%. (Remember: If the number behind the decimal point is 5 or greater, round up. Example: 178 total assets * 10% = 17.8; therefore, 18 assets will be inventoried.)

- Step 4: Open The Randomizer by clicking on this link: https://randomizer.us/multiple-unique-random-numbers-in-a-range

- Step 5: In the "Quantity" box, enter the number which represents 10% of the site's total assets. (Note: This is the number you calculated in step 3.)

- Step 6: Enter "1" in the "Low Number" box.

- Step 7: In the "High Number" box, enter the site's total number of assets. (Note: This is the site's "Total Assets" number which is found on the last page of the assets certification report.)

- Step 8: Click the "Get Random Numbers" button.

- Step 9: Move cursor to the center of the screen, then right click. Select "Print" to print The Randomizer report entitled "Results for Multiple Unique Random Numbers in a Range" that lists the unique numbers for the site's sample.

- Step 10: Inventory the numbered assets from the assets certification report that match the unique numbers on The Randomizer report.

- Step 11: Make notes of any needed corrections.

- Step 12: If corrections are needed, submit the needed paperwork to Central Office. If the corrections can be completed in AMP without contacting LPAA and no OJJ policy or procedure requires contacting Central Office first, then the site's PL can make the needed correction. Then open the "History" tab and print a screenshot. Include the screenshot with the site's packet.

- Step 13: **By the 15th of the month, email the site's monthly property inventory report to the <u>CO</u> PCM and <u>the</u> CO PCM's supervisor as well as <u>ensure that the site's report includes the following</u>**:

    1. The site's Assets Certification Report (with last page completed, signed, and dated)

    2. Results for Multiple Unique Random Numbers in a Range report

    3. Screenshot of History tab from AMP (if applicable)

# AUTHORITY TO
# RELEASE EQUIPMENT FOR REPAIRS

| DATE/ TIME OUT | ASSET # | PROPERTY DESCRIPTION | GOING TO (VENDOR NAME) | PURPOSE | DATE/ TIME IN | COMMENTS |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

DELIVERED TO VENDOR Company: _____ Date: _____ Time: _____

RECEIVED FOR REPAIRS: _____ _____
(Please Print Name of Person) (Signature)

Delivered By Person: _____ _____ Date:_____ Time: _____
(Please Print Name of Person) (Signature)

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PICKED UP FROM VENDOR Company: _____ Date: _____ Time: _____

RELEASED AFTER REPAIRS: _____ _____
(Please Print Name of Person) (Signature)

Received By after Repairs: _____ _____ Date: _____ Time: _____
(Please Print Name of Person) (Signature)

AUTHORIZED BY: _____ DATE: _____

Certificate of Data Santization

Agency#_____

| PM use only Transfer# | Asset# | Asset Description | Serial Number | Media Type | Data Sanitization Method Code | Printed Name Signature | Last 4 Digits of SS# | Date |
|---|---|---|---|---|---|---|---|---|
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I attest all above electronic equipment has been sanitized in accordance with LPAA POL 201401 and a sanitization label has been affixed to each asset.

I.T. Supervisor(Print):_____ I.T. Supervisor(Signature):_____ Date:_____

Property Manager(Print):_____ Property Manager (Signature):_____ Date:_____

Any commercial label may be used, but it must contain the word "Sanitized", Technician Initial's, and Date. A sample Data Sanitization Label is shown below.

Sanitized
Technician Initials _____

Date _____