**ADMINISTRATIVE PROCEDURE #19**
**Property Control**

**June 14, 2024 – P.T. 2024.08**

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## PART I GENERAL PROVISIONS

### Section 1.1.0 Purpose

The purpose of this Administrative Procedure (AP) is to provide uniform procedures for property control within the Illinois Department of Children and Family Services (DCFS or Department). This AP provides guidance to Department personnel regarding record keeping, identification, maintenance, inventory, and disposition of property and equipment acquired by the Department. This AP establishes and assigns responsibility for the various functions related to property control. This AP also provides guidance on non-state (personal) property and the responsibility for these items.

All state-owned property is to be used exclusively for conducting state business. Use of state-owned property for personal use or private gain is strictly prohibited and may result in disciplinary and/or legal action. All state-owned property must be properly secured and stored to discourage theft, vandalism, or damage.

State-owned property identified for disposal must not be taken or used by an employee for personal use.

### Section 1.2.0 Scope

Provisions of this Administrative Procedure shall govern all items of property or equipment acquired by and maintained by DCFS. These provisions shall apply uniformly to all property acquisitions regardless of funding source. In addition, certain federal regulations may apply to items obtained with federal funds. Failure to comply with the provisions of this Administrative Procedure may result in disciplinary and/or legal action.

### Section 1.3.0 Responsibility

The Director of DCFS is generally accountable for the maintenance, control, and inventory of all property under the jurisdiction of the Department. Specific accountability rests with the Chief of Staff - Office of Administrative Services. [30 ILCS 605].

The Office of Administrative Services has responsibility for the following:

- Ensuring that state-owned property is properly inventoried and reported;
- Tracking movement of state-owned property from one location to another;
- Ensuring that state-owned property is disposed of in accordance with state and federal regulations;
- Overseeing an annual, physical inventory of state-owned property under the jurisdiction of DCFS; and

- Submitting required reports to the Department of Central Management Services (CMS) and the Comptroller regarding state-owned property under DCFS control.

The Property Control Manager assigns and maintains records of property and equipment by location, building, floor, and room. The Property Control Manager, with delegated authority to each Regional Facility Manager, is accountable for all property and equipment at locations under his/her/their jurisdiction including assignment by building, floor, and room.

**Section 1.4.0 Definitions**

Commodity: State-owned property/equipment, supplies, or material generally having a purchase price of less than $100.

Delivery Receipt Invoice: CFS 992-4 Form used to record movement of all state property and includes identifying information the Property Control Manager uses to update the Systems Applications and Products Accounting System (SAP).

Equipment: Tangible property of a non-consumable nature exceeding $100 in purchase price.

Inventory Tag: Pre-printed tag or bar code label bearing the words "Children and Family Services" along with a bar code and CFS XXXXXX or LXXXXX indicating DOIT-owned property in DCFS possession.

Property, Inventoried: State-owned property/equipment having an acquisition value of $2,500 or more and high theft occurrence equipment.

Property, Non-Inventoried: State-owned property/equipment having an acquisition value of less than $2,500 and not considered high theft occurrence equipment.

Property, Reportable: Inventoried property having an acquisition value of $2,500 or more, plus items subject to theft, regardless of acquisition value which must be reported to the Department of Central Management Services (CMS).

Property, State-Owned: Property/equipment, certain commodities, and all books purchased with state appropriations from state or federal funding sources.

Property Control Manager: Is a staff member the Office of Administrative Services who is responsible for the control and inventory of all property/equipment under the jurisdiction of the Department. The Property Control Manager is responsible for maintaining inventory records of property/equipment acquisition, transfer, and deletion.

Purchase Price: Cost of property delivered and installed, including delivery and installation charges, if any. See also Value.

Regional Facility Manager: Staff of the Office of Administrative Services that assist with facility management, including property management and annual inventory.

SAP: Systems Applications and Products Accounting System: statewide inventory database.
Surplus Warehouse, CMS: CMS central warehouse and surplus storage where state agencies may dispose of or acquire used property items.

Value or Acquisition Value: The purchase price for the property/equipment which does not depreciate over the item's useful life span. The item's value is not altered by trade-in arrangements, discounts, or options applied at the time of purchase; however, it may increase if peripherals or enhancements are added to the original item after purchase.

## PART II EQUIPMENT ACQUISITION AND INVENTORY TAG/LABEL ASSIGNMENT

### Section 2.1.0 Responsibility

Responsibility for acquiring equipment or property for the Department is shared among the Offices of Contract Administration, Information Systems, and Regional Facility Managers. The Property Control Manager is responsible for tracking, inventory control, placement, maintenance, and disposal of the Department's equipment/property.

### Section 2.2.0 Property Control: Acquisition, Identification, Transfer and Disposal

The Property Control Manager may delegate authority to each Regional Facility Manager for identification tag/label placement, maintenance, transfer, and disposal of the Department's property and equipment. The inventory process begins when the Department receives the equipment or property, affixes the inventory tags/labels, and the purchase order or voucher is forwarded to the Property Control Manager. This process creates a record in the inventory control system (SAP) maintained by the Department and the adjustment to the SAP must be completed within 90 days of the item's acquisition, change, or disposal.

The Property Control Manager issues inventory bar code tags/labels to every Regional Facility Manager. Each inventory tag or label has a unique, numeric identifier. Upon receipt of new property or equipment, the Regional Facility Manager shall immediately affix the appropriate inventory tag/label to the property or equipment and email the new tag information to the Property Control Manager. A picture should accompany the email showing proof of the item's condition and that it matches what was ordered. Tags/labels are distinguished as follows:

- A pre-printed tag, or bar code label, bearing the words "Children and Family Services" along with a bar code and CFS XXXXXX shall be affixed to all equipment/property with a purchase price of $2,500 or more or high theft

occurrence equipment, unless the new item is to be added to an existing inventory item. The following equipment require a tag/label:

- Vehicles (ALL- Regardless of acquisition value).
- Firearms (ALL- Regardless of acquisition value).
- Computer Equipment, including, but not limited to, laptops, desktops, docking stations, monitors, scanners, desktop printers, projectors, and webcams.
- Telecom Property, including, but not limited to, cell phones, wireless access points, iPad, panic button devices, and mifi moxee devices.
- ADA Accommodation Equipment- This must be tagged and added to inventory regardless of cost so the item can travel with the employee in the instance they change positions or agencies.
- Power Equipment, including, but not limited to, power tools, generators, heavy machinery, industrial fans, etc.
- Media Equipment, including, but not limited to, cameras, lenses, TVs and recording equipment. Office Equipment, including, but not limited to, desks, file cabinets, bookcases, credenzas, small/large storage cabinets, executive chairs, couches for visitation rooms, and conference room tables.

Pre-printed inventory labels reading: "Property of State of Illinois Department of Children and Family Services" are to be affixed to property with a purchase price of less than $2,500, unless it is considered high theft occurrence equipment.

Leased equipment such as copiers shall not be tagged or inventoried as state-owned property unless the Department has exercised the purchase option under a lease-to-own agreement.

If there are questions regarding which inventory tag is appropriate or how to affix the inventory tag to a specific item, the Facility Manager shall contact the Property Control Manager for instructions.

### Section 2.2.1 Electronic Data Processing Equipment

Inventory tags for all Electronic Data Processing (EDP) equipment (e.g. computers, monitors, scanners, etc.) are affixed by DOIT staff with a separate tag for each component.

### Section 2.3.0 Building, Floor and Room (Facility)

In order to document the physical location of property within the Department, each piece of inventoried property or equipment is assigned to a Facility. Facilities are defined by the Property Control Manager and identify specific areas within each building.

All inventoried items are to be assigned to the Facility where the property/equipment is physically located. Assignment of property to a Facility identifies the item's current physical location, not ownership. "Ownership" is determined by the appropriation code used to purchase the item, which is maintained in SAP.

The Regional Facility Manager for the Facility where the item is physically located is responsible for notifying the Property Control Manager of transfers or other changes to the inventory item. All newly acquired items must be included in the annual physical inventory at the time of acquisition or delivery.

Inventoried equipment or property may not be transferred from one Facility to another without the Property Control Manager's approval and proper notation to the SAP.

### Section 2.4.0 Temporary Alternate Location of Equipment

Inventoried property that appears on the Facility Report of one Department office, but is loaned to another, is considered to be at a Temporary Alternate Facility. Property may be loaned out from its assigned building, floor, and room on a temporary basis by transferring the item(s) from the loaning building, floor, and room to the recipient building, floor, and room via SAP.

### Section 2.5.0 Intra-Agency Transfer

The transfer of property (other than vehicles) within the Department shall be handled as follows:

1. The transferring Office/Division will send an email request to the Property Control Manager or Regional Facility Manager, which includes the tag number, item description and serial number (when applicable) of the item to be transferred and the specific location (building, room, floor) of both the sending and receiving locations.

2. The Property Control Manager will issue an approval or denial for the request to the Regional Facility Manager. If approved, the Regional Facility Manager will move the approved equipment to the new location.

3. Once the equipment has been moved to the new location, the Regional Facility Manager will fill out a CFS 992-4 Delivery Receipt Invoice with the new location, room number, staff name, tag number and any other information regarding the equipment. Signatures will be obtained by the Regional Facility Manager and the requesting staff member. The completed form will be emailed to the Property Control Manager who will make the notation in SAP. The Property Control Manager shall save the Delivery Receipt Invoice as a digital file and also a paper file.

### Section 2.6.0 Equipment/Property Transaction Recording

At the time equipment/property is received, a copy of the purchase order and/or voucher is provided to the Property Control Manager. The Property Control Manager creates a record in SAP for each item of equipment purchased, using information from the voucher or purchase order and the inventory tag or label.

### Section 2.7.0 Federally Funded Equipment/Property

If the cost of the equipment is paid from a federal fund appropriation, the purchase order and/or voucher sent to the Property Control Manager must indicate the federal project number and the project fiscal year. This will ensure SAP records include the data needed to comply with federal regulations applicable to federally funded purchases.

## PART III MAINTENANCE AND DISPOSITION

### Section 3.l.0 Responsibility

Responsibility for the marking, maintenance, and disposition of state-owned property rests with the Property Control Manager, with delegated authority to Regional Facility Managers.

### Section 3.2.0 Loss or Theft of Equipment

If an inventoried item is discovered to be missing, the Regional Facility Manager shall take the following steps:

1. Immediately re-examine inventory in the assigned facility;

2. Conduct an on-site investigation regarding any possible transfers, loans, etc. to locate the missing item; and

3. Submit a written explanation to the Property Control Manager documenting the circumstances and the subsequent investigation. If theft is suspected, whether by an employee or other, the Regional Facility Manager or employee that had last possession of the item must file a police report within 24 hours. Tag numbers, item descriptions, and serial numbers (when applicable) should be included in the report so the equipment can be identified. The police report should be sent to the Property Control Manager so they can account for the item in SAP. The Property Control Manager is responsible for informing CMS Property Control Division of the suspected theft or loss of state-owned property or equipment. The Property Control Manager will delete the item from SAP using a 3 level approval system. CMS will be the final approver for the deletion of the item from the SAP database.

### Section 3.3.0 Movement of Equipment

All EDP equipment, including, but not limited to, laptops, desktops, monitors, docking stations, and printers can only be moved by IT staff.

State-owned property can only be moved by designated Office of Administrative Services staff. All other employees are not allowed to move any state-owned property, as this could result in injury, for which the State would not be liable.

### Section 3.3.1 Disposal of Federally Funded Property

Special provisions apply to the disposal of property furnished by the federal government, acquired in whole or in part with federal funds, or whose cost was charged to a project supported by a federal grant. When federally supported property has a value of $2,500 or more, prior approval must be obtained from the federal government before the property is disposed of as junk, scrap, or as part of a trade-in. To dispose of property purchased with federal funds, the following steps must be taken:

- The requesting Office/Division will send a letter to the Property Control Manager documenting the inventory tag number, the federal funding source; and the reason for disposal.

- The DCFS Federal Financial Management and Accounting Section is then contacted by the Property Control Manager to notify the federal grantor agency in writing.

- When approval to dispose is granted, the Property Control Manager will send a request through SAP with any documentation attached that shows the specifics of the item and the approval from the Budget and finance Office.

- Only then will the Office/Division be given permission by the Property Control Manager to dispose of the equipment. The inventory record is then deleted from the SAP.

### Section 3.3.2 Trade-In Property

When it is advantageous to the State and the Department to trade state-owned property rather than dispose of it otherwise, the Regional Facility Manager responsible for the property shall send an email to the Property Control Manager recommending the trade-in. The email shall include a description of the property to be traded, the inventory tag and serial numbers, a full description of the new property to be purchased, the name of the business accepting the trade, the purchase price of the new item and the value allowed on the trade-in property. The Property Control Manager will secure CMS approval and forward notification to the requesting Office/Division. **CMS approval must be obtained prior to the trade-in taking place.**

### Section 3.3.3 Removing Damaged or Obsolete State-Owned Property from Inventory Records

When inventoried property becomes damaged beyond repair or is no longer useful, it may be disposed of as scrap or parted out **with prior approval from CMS Property Control Division.** In order to gain CMS approval, the Property Control Manager will submit a disposal request through SAP, which will go through the Level 3 Approval process. CMS has the final approval authority to dispose of the item(s). The Property Control Manager will update the disposal date to finalize the request and permanently delete the item from active inventory in the SAP.

### Section 3.3.4 Property Available for Transfer

In addition to inventory records, the Property Control Manager also maintains a list of property and equipment needs throughout the Department. Offices/Divisions that have usable property items or equipment that they no longer use must contact the Property Control Manager or Regional Facility Manager. The Property Control Manager will attempt to place the property at a location where it is needed.

### Section 3.3.5 Transfer to Storage

Inventoried property may be transferred to a storage facility only when the Property Control Manager determines that the property or equipment is not useful to any Department Office/Division. Property sent to the storage facility requires a CFS 992-4 Delivery Receipt Notification form to be filled out with all item information including the old location, tag number and new location.

A Region may store properly inventoried items or equipment in a temporary storage facility within its Region to use when facilities make requests for equipment. When an item is removed from storage and taken to a facility, the Regional Facility Manager shall fill out the CFS 992-4 Delivery Receipt Notification form and send it to the Property Control Manager for record updates in SAP.

### Section 3.3.6 Transfer to CMS Surplus

When the Property Control Manager determines that inventoried property is obsolete or in such condition as not to be useful to any Department Office/Division, the property may be transferred to CMS to be disposed of as surplus. If the inventory is to be sent to CMS Surplus, it is the responsibility of the Property Control Manager to arrange transport of the items to the CMS Warehouse. Approval of the Property Control Manager is required to send equipment or property to the CMS warehouse. The Office/Division must contact the Property Control Manager or Regional Facility Manager to request pickup of obsolete property. Once the property arrives at the Region's temporary warehouse, the Regional Facility Manager will send all tag information and pictures to the Property Control Manager. The Property Control Manager will submit the surplus approval to CMS through SAP's transfer process. Once approved by CMS, the Property

Control Manager will arrange for pickup/drop off of property or arrange for a contract company dumpster to arrive on site for disposal should CMS not dispose of the property at its warehouse.

### Section 3.3.7 Transfer of Computer Related Equipment to CMS Surplus

All EDP equipment will be processed through DoIT for reformatting of all hard drives and it will then notify the Property Control Manager regarding disposal of the equipment.

## PART IV INVENTORY AND REPORTING

### Section 4.1.0 Responsibility

Responsibility for documenting the location and status of all property under the Department's jurisdiction and for seeing that an annual physical inventory is conducted for all property assigned to Department locations rests with the Property Control Manager. The Regional Facility Manager at each Facility is accountable for all equipment assigned to their Facility and will conduct the annual physical inventory under the direction of the Property Control Manager.

### Section 4.2.0 Annual Physical Inventory

All state agencies are required to conduct an annual physical inventory of equipment in their possession. Agencies are required to maintain control over all property under their jurisdiction, regardless of acquisition cost, including property not required to be carried on inventory records and reported to CMS. This internal property control must be sufficient to meet the requirements of agency internal auditors. Under the direction of the Property Control Manager, each responsible Regional Facility Manager shall complete an annual physical inspection and verify all property assigned to the location. During the inventory, the inventory tag and serial number of all reportable inventory items must be verified. Records of all investigations conducted and explanations for all lost or stolen inventory items must be properly documented. After the annual physical inventory has been completed, the responsible Regional Facility Manager must submit their reports to the Property Control Manager for aggregation into a report to be submitted to the CMS Property Control Division.

In the event property is discovered to be missing during the annual physical inventory, the procedures described in Section 3.2.0, Loss or Theft of Equipment, shall be followed.

## Part V PERSONAL PROPERTY

### Section 5.1.0 Responsibility

The responsibility for ensuring employees are adhering to the personal property guidelines outlined below falls under the Property Control Manager, with delegated authority to each Regional Facility Manager. The responsibility for removing the personal items outlined in this section rests with the property owner. Office of Administrative Services staff are not liable or responsible for the movement of any approved personal items, e.g. plants, pictures, small side chairs, tables, etc.

### Section 5.2.0 Non-State Property

The state provides standard office furniture for all Department facilities. Employees are not allowed to furnish their offices with personal office furniture including, but not limited to desks, couches, bookcases, file cabinets, or any other large furniture items.

Live plants are allowed but must have an under-liner to prevent water leakage/damage.

Employees shall not bring into the building any bicycle or other vehicle, or animals (except in the capacity of a service animal

Building management shall not be responsible for lost or stolen personal property, equipment, money, or jewelry from the employee's area or any public rooms, regardless of whether such loss occurs when such area is open or locked against entry. Employees assume all responsibility for protecting their space from theft, robbery, and pilferage, which includes keeping public access doors locked and other means of entry to the office areas closed and secured. Employees shall not attach additional locks or similar devices to any doors or windows; change existing locks or make any keys for any door other than those provided by the building. Key requests can be made to the Property Control Manager for offices, desks, and file cabinets.

### Section 5.3.0 Carpet/Rugs

Employees are not allowed to install any floor coverings in a building without Office of Administrative Services approval. Employees are not allowed to bring in rugs of any size or type for the floors. The state will provide entryway carpeting/rugs where needed for safety while entering/exiting a building.

All wires/cords should be secured behind furniture items or along walls. Contact the Office of Administrative Services for any electrical/cord issues.

### Section 5.4.0 Candles/Warmers/Aerosol Sprays

Candles, incense burners, wax warmers, potpourri pots, wall plug-ins, or other such devices and aerosol sprays are not allowed in any state-owned/leased building.

### Section 5.5.0 Wall Hangings

Employees shall not paint, cut or drill into, drive nails or screws into, or in any way deface any part of the building. Decorations are not to be hung using tape or thumbtacks on the wall. "Command Strips" or other "damage-free" hanging strips are allowed to be used for hanging decorations.

All bulletin boards or white boards must be requested through the Property Control Manager. The Office of Administrative Services staff will hang these items for employees.

### Section 5.6.0 Appliances

Buildings are not furnished with refrigerators paid for by the Department unless the property owner furnishes the item. Refrigerators are allowed in break room areas only and are not allowed in individual office spaces unless medical necessity exists. Employees are responsible for cleaning refrigerators.

Small appliances, including, but not limited to, toasters, microwaves, coffee pots, toaster ovens are only allowed in designated break room areas. These items are not allowed in individual office spaces. Employees are encouraged to turn off all appliances when not in use.

### Section 5.7.0 Space Heaters

Space Heaters must be approved by the Office of Administrative Services. You must submit the most updated version of the CMS--Space Heater Request Form. This form must be email to the Regional Facility Manager for approval and processing. Do NOT send the form directly to CMS.

Please see Appendix A for CMS Temperature guidelines.

### Section 5.8.0 Fire Code Requirements

- The minimum clearance from a ceiling to the top of any item is eighteen inches (18”). Common violations of this code include:
    - lights hanging from the ceiling
    - fabric shades hanging from light fixtures
    - storage rooms stacked to the ceiling without proper clearance
- Never leave cooking food unattended and keep all cooking areas clutter free.
- Keep all combustibles at least three feet away from any approved portable space heater.
- Replace appliances that have an odor, create smoke, or overheat.

Questions regarding this Administrative Procedure #19 or Property Control may be directed to the Property Control Manager at 1-217-557-8793.

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## APPENDIX A

### Temperature Standards by Facility Type

| Facility Type | Heating Season | | Cooling Season | |
|---|---|---|---|---|
| | November 1 through April 15 | | June 1 through September 30 | |
| | Temperature Settings | | Temperature Settings | |
| | Occupied | Unoccupied | Occupied | Unoccupied |
| Armory | 68° | 55° | 76° | 82° |
| Assembly / Stadium / Grandstand | 68° | 55° | N/A | N/A |
| Barn /Shed/ Outbuilding | N/A | N/A | N/A | N/A |
| Cell Block / Detention | 68° | 68° | N/A | N/A |
| Classrooms / Educational / Library | 72° | 55° | 76° | 82° |
| Commissary/ Concession | N/A | N/A | N/A | N/A |
| Daycare | 72° | 55° | 76° | 82° |
| Dormitory/ Barrack/ Ward | 68° | 55° | 76° | 82° |
| Factory-Assembly or Manufacturing | 68° | 55° | N/A | N/A |
| Firing Range / Arsenal | N/A | N/A | N/A | N/A |
| Guard Tower / Sallyport | 68° | 55° | N/A | N/A |
| Hospital | 75° | 68° | 75° | 76° |
| Kitchen / Dining | 68° | 55° | N/A | N/A |
| Laboratory | N/A | N/A | N/A | N/A |
| Lodging | 72° | 55° | 76° | 82° |
| Maintenance Shop/Garage | 68° | 55° | N/A | N/A |
| Mobile Homes | 68° | 55° | 76° | 82° |
| Monument/ Memorial | N/A | N/A | N/A | N/A |
| Multi-Use | 68° | 55° | 76° | 82° |
| Museum | 68° | 55° | 76° | 82° |
| Office | 68° | 55° | 76° | 82° |
| Other | 68° | 55° | 76° | 82° |
| Parking Structure/Garage/Parking Lot | N/A | N/A | N/A | N/A |
| Pavilion /Shelter/ Picnic Area | N/A | NIA | N/A | N/A |
| Pump house/Well Head | 55° | 55° | N/A | N/A |
| Recreation/Athletic Center/ Gymnasium | 68° | 55° | N/A | N/A |
| Rehabilitation Facility | 75° | 68° | 76° | 82° |
| Residence | 75° | 55° | 75° | 82° |
| Rest Area | 68° | 55° | 78° | 82° |
| Restroom / Outhouse / Privy | N/A | N/A | N/A | N/A |
| Retail | 68° | 55° | 76° | 82° |
| Salt Dome | N/A | N/A | N/A | N/A |
| Storage / Warehouse | 55° | 55° | N/A | N/A |
| Support Facility/ Physical Plant | 68° | 55° | N/A | N/A |
| Visitors Center/ Receiving | 68° | 55° | 76° | 82° |
| Vacant | 50° | 50° | 82° | 82° |

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