



Illinois Department of Corrections

Administrative Directive

Number: 02.70.115	Title: Property Control: Disposition of Property	Effective: 5/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.70.115 effective 6/1/2005

Authority: 30 ILCS 605/1 and 605/8 and 730 ILCS 5/3-2-2 44 Ill. Adm. Code 5010	Related ACA Standards: 5-ACI-1A-10, 5-ACI-1B-08, 13, 14, 5-ACI-1F-01, 02, 06
Referenced Policies: 02.70.117, 02.70.150, 02.75.115	Referenced Forms: DOC 0013 – Request for Change of Status of Equipment DOC 0020 – Equipment Transfer Permit

I. **POLICY**

The Department shall dispose of property in accordance with the guidelines established in this directive.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure for the disposal of property, except for vehicles. Requests for transfers and disposition of vehicles shall be processed in accordance with Administrative Directive 02.75.115.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **General Provisions**

1. Appropriate approvals shall be obtained prior to the removal of any property from its current location or prior to the removal of unlocated property from inventory records.
 - a. Requests for internal transfers of property to another location within the same location code grouping shall be approved by the Chief Administrator.
 - b. Requests for all other transfers or other disposition of property shall be recorded on a Request for Change of Status of Equipment, DOC 0013. The request shall be signed by the Chief Administrator as Responsible Officer and processed in accordance with Administrative Directive 02.70.150.
2. Property that is no longer needed by a facility shall be identified as:

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- a. Transferable – property that is in good condition and that may be useful to another facility or agency;
 - b. Non-transferable – property that is no longer useful due to condition or requires costly repairs;
 - c. Trade-in – property that may be traded in on replacement property; or
 - d. Demolition – used to identify buildings only.
3. Transferable property shall first be offered for transfer to another facility within the Department (intra-agency transfer). If no other facilities have a need for the items, the Clerical Control Officer shall complete a DOC 0013 using Transaction Code (40) and submit the DOC 0013 to the Property Control Section for approval.
4. Non-transferable property shall be disposed of in the following manner:
- a. The Clerical Control Officer shall prepare and submit a DOC 0013 in accordance with Administrative Directive 02.70.150 to request that non-transferable property be:
 - (1) Placed on the facility scrap pile in accordance with Administrative Directive 02.70.117;
 - (2) Transported to the nearest State scrap pile;
 - (3) Cannibalized and used for parts; or
 - (4) Destroyed for non-metal items.
 - b. All DOC 0013s submitted shall reflect the condition of the property that requires disposal.
5. Property that is eligible for trade-in, such as copiers or weapons, shall be listed on a DOC 0013 and submitted with a request to trade in property cover memorandum from the Chief Administrator. The memorandum shall be addressed to the Property Control Section and shall include the following information:
- a. A brief statement requesting authorization to trade in equipment as credit towards the purchase of a replacement.
 - b. The quantity of items being traded.
 - c. A description of the equipment.
 - d. The serial or model number, if applicable.
 - e. The current inventory tag number.
 - f. The original date of purchase.
 - g. A full description of the new equipment the facility is seeking to obtain.
 - h. The name of the person or company to whom the equipment will be traded, if known.
 - i. The cost of the new item, if known; or if not known, the estimated cost.
 - j. The value allowed on the trade in, if known.

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6. Prior to submission of the DOC 0013 to request demolition of buildings, the Chief Administrator shall notify the Capital Programs Manager regarding the intent to demolish a building.
7. Items that fall within the Antique, Historical, and Special Interest Property shall be so identified on the DOC 0013.

F. Internal Transfers

1. Internal transfers of property from one location code to another within the same facility or the same appropriation account code shall require the completion and approval of an Equipment Transfer Permit, DOC 0020.
 - a. All fields of the DOC 0020 shall be completed, except the signature line for the releasing and receiving employees, and the Property Control Supervisor. Several items may be reported on the same form, provided they are being transferred to the same location.
 - b. The completed DOC 0020 shall be reviewed by the Clerical Control Officer and forwarded to the Chief Administrator for approval.
 - c. A copy of the DOC 0020 shall be retained in a suspense file.
 - d. The approved DOC 0020 shall be forwarded to the releasing Physical Control Officer.
 2. The releasing Physical Control Officer shall make arrangements for the physical transfer by forwarding the DOC 0020 to the security work crew supervisor or designated coordinator for physical transfers at the facility.
 3. Upon receipt, the receiving employee shall inventory the property against the DOC 0020 and ensure any discrepancies are corrected. The receiving and the releasing employees shall date and sign the form.
 4. Upon completion of the transfer, the DOC 0020 shall be forwarded to the Clerical Control Officer who shall:
 - a. Forward a copy to the releasing Physical Control Officer and a copy to the receiving Physical Control Officer.
 - b. Update the information in the Statewide Accounting System.
 - c. Remove the copy of the DOC 0020 from the pending file and file the original form in the property control file.
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