



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.70.119</b>	Title: <b>Property Control: Loaned Equipment</b>	Effective: <b>5/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	02.70.119 effective 6/1/2005

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

#### **I. POLICY**

The Department shall provide for facilities to loan property to another facility or location within the Department. Loaned property shall remain on the lending facility's inventory records for the duration of the loan.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to establish a uniform method of loaning equipment and vehicles to other locations within the Department.

##### **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**

Property may be loaned within the same facility upon approval of the Chief Administrator in accordance with the internal procedures established by the facility. The duration of the loan shall be agreed upon by the lending location and the receiving location. The loan and anticipated date of return shall be recorded on the Equipment Transfer Permit, DOC 0020.

##### **F. Requirements**

Property loans to other facilities within the Department shall be processed as follows:

1. The Clerical Control Officer at the lending facility shall prepare and process the Request for Change of Status of Equipment, DOC 0013, in accordance with Administrative Directive 02.70.150 and shall ensure that the expected date of return is recorded on the request form.

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2. Upon approval, the Physical Control Officer at the lending facility shall arrange for pickup or delivery of property and forward the signed DOC 0013 to the Clerical Control Officer after the physical transaction is complete.
  3. The lending facility's Clerical Control Officer shall identify the loan transaction by writing "loaned" in red ink on the monthly inventory list. Loaned transactions shall not be entered into the Statewide Accounting System.
  4. During the loan period, the receiving facility shall repair and maintain the property. All cost incurred due to maintenance or repair shall be documented. A copy of the documentation shall be given to the lending facility, for informational purposes, at the time the property is returned.
  5. When property is returned, the Clerical Control Officer of the facility shall delete the "loaned" note on his or her monthly inventory records and shall note the date of return on the DOC 0013.
  6. The lending facility shall maintain the approved DOC 0013 for at least one year after the property has been returned.
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