



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.70.120</b>	Title: <b>Lost or Stolen Property and Maintenance of Unlocated Property Records</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>	02.70.120 effective 3/1/2011

<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> 02.70.115, 02.70.153	<b>Referenced Forms:</b> DOC 0013 – Request for Change of Status of Equipment DOC 0016 – Store Receiving Report DOC 0020 – Equipment Transfer Permit DOC 0434 – Incident Report

#### **I. POLICY**

The Department shall report missing property and maintain records of unlocated property in accordance with this directive.

#### **II. PROCEDURE**

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

The purpose of this directive is to establish a procedure for reporting lost or stolen property and for removing missing property from the inventory records.

##### **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. Requirements**

1. The Physical Control Officer shall secure and control all property items and maintain all required records within his or her location code grouping. Property items shall not be relocated within or outside the facility, office or program site without prior written approval from the Chief Administrator.
2. The appropriate Physical Control Officer shall be notified immediately when property within his or her location code group is noticed missing.
3. The Physical Control Officer shall:

	Illinois Department of Corrections Administrative Directive	Page 2 of 3
Number: 02.70.120	Title: Lost or Stolen Property and Maintenance of Unlocated Property Records	Effective: 5/1/2021

- a. Confirm the proper location of the item.
  - b. Determine whether the property has been loaned, transferred or sold.
  - c. Notify his or her supervisor verbally and in writing regarding the missing item. The written report shall include, but not be limited to:
    - (1) The inventory tag number;
    - (2) A complete description of the item; and
    - (3) The date the item was noticed missing and any information regarding the incident.

**NOTE:** The Chief Administrator shall be immediately notified, in writing, if a weapon or radio communications equipment is missing.
4. The appropriate staff member, as designated by the Chief Administrator, shall:
- a. Conduct a thorough investigation in an effort to locate the missing property.
  - b. Document the results of the investigation and, if evident that the property was lost, prepare an Incident Report, DOC 0434.
  - c. Submit both the investigation report and the DOC 0434, if applicable, to the Chief Administrator.
  - d. If the item is computer equipment, forward a copy of the investigation report and the DOC 0434 to the Information Services Unit Manager.
5. If there is evidence that property has been stolen, the Chief Administrator shall:
- a. Contact the Illinois State Police (ISP) and give them a complete description of the stolen item and obtain a copy of the ISP report.
  - b. Forward a copy of the investigation report, the DOC 0434, if applicable, and the ISP report to the Clerical Control Officer.
6. Upon determination that property has been lost or stolen, the Clerical Control Officer shall:
- a. Prepare an Equipment Transfer Permit, DOC 0020, in accordance with Administrative Directive 02.70.115, and enter the appropriate information regarding the missing property into the Statewide Accounting System using an unlocated property location code. Unlocated property location codes shall be obtained from the Property Control Section.
  - b. For items identified as stolen, complete and submit a Request for Change of Status of Equipment, DOC 0013, and appropriate supporting documents to the Property Control Section within 30 days of the date the property was determined stolen.
  - c. For all other missing items:
    - (1) Ensure information is maintained on the unlocated property report for a period of six months. A monthly report of unlocated property shall be reviewed in compliance with Administrative Directive 02.70.153.

	Illinois Department of Corrections Administrative Directive	Page 3 of 3
Number: 02.70.120	Title: Lost or Stolen Property and Maintenance of Unlocated Property Records	Effective: 5/1/2021

- (2) Complete and submit the DOC 0013 to the Property Control Section at the conclusion of six months from the date determined missing.
7. Unless the Chief Administrator has determined the information to be confidential, any DOC 0013 submitted to the Property Control Section for lost or stolen property shall be accompanied by a copy of the investigation report and, if applicable, the DOC 0434 and the ISP report. The DOC 0013 and attachments regarding confidential information shall be submitted directly to the respective Deputy Director or Chief for review and approval. The respective Deputy Director or Chief shall forward the DOC 0013 and any documents not considered confidential to the Property Control Section for further processing.
  8. If the missing property is located, the facility Clerical Control Officer shall be notified. A Store Receiving Report, DOC 0016, shall be prepared indicating in the item description column "Adjustment - Located previously reported lost property." The item shall then be entered into the Statewide Accounting System from the DOC 0016.
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