



Illinois Department of Corrections

Administrative Directive

Number: 02.70.101	Title: General Provisions	Effective: 10/1/2021
-----------------------------	-------------------------------------	--------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.70.101 effective 2/1/2015

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-01, 13
Referenced Policies: 01.05.105, 02.70.105	Referenced Forms:

I. POLICY

The Department shall maintain a property control system of State property.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide written guidelines for separation of duties for property control and to define terms used throughout this subsection.

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. Definitions

Antique, Historical and Special Interest Property – property that is at least forty years old, has historic value or is of special interest culturally, scientifically or otherwise.

Chief Administrator – the Warden of a correctional facility, the Supervisor of a Transitional Security facility or the Manager or head of any other office or unit.

Computer equipment – computer equipment includes hardware as defined in Administrative Directive 01.05.105.

Controlled property – property valued at over \$500 and all high theft equipment as outlined in Administrative Directive 02.70.105, with the exception of cellular equipment that is tracked by alternate methods.

Inter-agency transfer – transfers to other State agencies.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.70.101	Title: General Provisions	Effective: 10/1/2021

Internal transfer – transfers within the same facility or the same location code grouping.

Intra-agency transfer – transfers within the Department between different appropriation accounts.

Location Code Group Number – a 10 digit number used to identify the exact physical location of property within the facility and the agency.

F. Requirements

1. To ensure that property is not arbitrarily moved within or outside the facility, the Chief Administrator shall inform all staff members of the names of appropriate individuals to contact prior to relocation of property items. The following separation of duties is recommended to ensure consistency and uniformity within the Department.
 - a. The Clerical Control Officer shall:
 - (1) Prepare and distribute property control documents;
 - (2) Maintain the inventory tag number system in compliance with departmental directives and the facility's internal procedures; and
 - (3) Assume duties concerning property control not specifically assigned to the Physical Control Officer or the Accounting Control Officer.
 - b. The Physical Control Officer shall:
 - (1) Safeguard all property at his or her designated location;
 - (2) Immediately notify the Clerical Control Officer of unauthorized movement or suspected theft; and
 - (3) Conduct inventories in compliance with these directives.
 2. All adjustments to property records shall be made within 30 days of acquisition, change or deletion of the equipment items.
 3. A current listing of all Physical Control and Clerical Control Officers shall be maintained by each facility.
-