



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.70.150</b>	Title: <b>Property Control: Request for Change of Status of Equipment</b>	Effective: <b>4/1/2025</b>
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Authorized by:	<i>[Original Authorized Copy on File]</i> <b>Latoya Hughes</b> Director
Supersedes:	02.70.150 effective 4/1/2023

<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> 02.70.116, 02.70.120	<b>Referenced Forms:</b> DOC 0013 – Request for Change of Status of Equipment

#### I. POLICY

The Department shall require authorization prior to a change in status of controlled equipment.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a uniform method for requesting and documenting a change of status of equipment 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. Requirements

1. The Request for Change of Status of Equipment, DOC 0013, shall be completed by the facility, office or program site that is requesting a change of status of the property. For purposes of this directive, the DOC 0013 shall be divided into four sections.

**NOTE:** DOC 0013s pertaining to radios shall be handled by the Radio Shop. DOC 0013s pertaining to vehicles shall be handled by the Central Office Vehicle Unit.

- a. Section I shall provide:

- (1) Date Prepared;
- (2) Date of Physical Transfer, to be entered upon transfer;
- (3) Office or Facility;

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- (4) Request Number – assign a 5-digit number to the form using the 2-digit fiscal year, followed by a sequential number, beginning with 001;
- (5) Reference Document Number – the number assigned sequentially by the Property Control Section;
- (6) Originating Location Name;
- (7) Receiving Location Name;
- (8) Responsible Officer – the signature of the Chief Administrator; and
- (9) Receiving Officer, to be entered upon physical transfer.

b. Section II shall provide:

- (1) The Type of Transaction – only one type of transaction shall be used on each DOC 0013; and
- (2) A brief statement for the reason of the request including any other pertinent information. For loaned equipment, the expected date of return shall be provided.

c. Section III shall provide:

- (1) Tag Number – the current inventory tag number;
- (2) Location Code – ten-digit number used to identify the physical location of property within the office, facility or program site; one location code per DOC 0013;
- (3) Description – a brief description of the property, including the serial number if appropriate; such as color, model, size, wood or metal;
- (4) Purchase Date – the original date of purchase (if unknown, enter 99/50);
- (5) SAP Asset Number;
- (6) New Location Code – the ten-digit identification number used to designate the new location of property items;
- (7) Object Code – four-digit detail object code classification for accounting purposes;
- (8) Purchase Price – the original purchase price;
- (9) Disposition – leave blank. This shall be completed by the Property Control Section, to provide final disposition instructions; and
- (10) Total – if more than one property item is recorded enter the total amount.

d. Section IV shall provide the approval signatures of the respective Deputy Director or Chief, the Assistant Deputy Director of Fiscal Operations and the Property Control Manager, as applicable.

2. Upon completion of the DOC 0013, the Clerical Control Officer, acting as the facility Property

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Control Coordinator, shall:

- a. Maintain a copy and submit the original DOC 0013 to the respective Deputy Director or Chief for approval.
  - b. Upon receipt of the approval, forward the DOC 0013 to the Property Control Section via inter-office mail or email to [DOC.Concordia.Property@illinois.gov](mailto:DOC.Concordia.Property@illinois.gov) for final approvals. The copy shall remain in a pending file until the Property Control Section returns the approved DOC 0013. Property should not be moved until the approved DOC 0013 has been received by the Clerical Control Officer.
3. Upon approval, the Property Control Section shall maintain a copy of the DOC 0013 and forward the original to the Physical Control Officer.
  4. Exceptions regardless of item's dollar value:
    - a. Lost or stolen items shall be processed in accordance with Administrative Directive 02.70.120.
    - b. Weapons shall be processed in accordance with Administrative Directive 02.70.116.
  5. Upon receipt of the approved DOC 0013, the Physical Control Officer shall make arrangements for physical removal, disposal or transfer of the property.
    - a. The old property control tag shall be removed at the time of disposition.
    - b. If a transfer, the receiving employee shall inventory the property, sign the DOC 0013 as Receiving Officer and retain a copy for the receiving facility, office or program site's records.
    - c. Other disposition of property shall be dated and initialed by the Physical Control Officer.
    - d. The DOC 0013 shall be submitted to the Clerical Control Officer.
  6. The Clerical Control Officer shall:
    - a. Remove the copy of the DOC 0013 from the pending file.
    - b. Enter the transaction, except for loans, into the Statewide Accounting System using the transaction code listed on the DOC 0013.
    - c. Attach a copy of the DOC 0013 to the transaction in the Statewide Accounting System.
    - d. File the original DOC 0013 in the property control file and attach a copy of the Asset Works Transfer Ticket if sending items to CMS Surplus or to recycle. If applicable, forward a copy to the Business Office.
  7. The original approved DOC 0013 shall be maintained on file for three (3) years.
  8. Property transactions processed to make corrections to accounting information do not require completion of a DOC 0013. This is only applicable to instances where staff are instructed to do so by Accounting Compliance.