



Illinois Department of Corrections

Administrative Directive

Number: 02.70.153	Title: Property Control: Conducting Physical Inventories	Effective: 4/1/2025
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Authorized by:	<i>[Original Authorized Copy on File]</i> Latoya Hughes Director
Supersedes:	02.70.153 effective 4/1/2024

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: 02.70.105, 02.70.120	Referenced Forms: DOC 0013 – Request for Change of Status Equipment DOC 0017 – Annual Report of Physical Inventory Discrepancies DOC 0019 – Facility Certification of Inventory DOC 0020 – Equipment Transfer Request

I. POLICY

The Department shall complete an annual inventory of all controlled property.

II. PROCEDURE

A. Purpose

The purpose of this procedure is to establish a uniform method for conducting annual inventories in compliance with the rules and regulations established by the Department of Central Management Services.

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. The Property Control Section shall make available an online Report of Property by Location Code to each facility's Business Office on an annual basis. The document shall contain a listing by location code of all controlled property within the facility that has been entered into the Statewide Accounting System. This report shall be used in conducting physical inventories and shall be maintained at the facility.
2. For items personally assigned or assigned to residences, the Physical Control Officer shall request electronic or written verification of inventory from the staff person possessing the items.

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3. Complete inventories shall be required for all Department locations. For items valued at over \$500 and items identified as high theft in Administrative Directive 02.70.105, a 100% inventory shall be completed on an annual basis as directed by the Property Control Section.
4. The Physical Control Officer shall conduct the inventories and may be assisted by another staff member.
5. The Physical Control Officer shall conduct a monthly search for all items listed on the unlocated property location report. The Clerical Control Officer shall run a Report of Property by Location Code from the Statewide Accounting System. Refer to Administrative Directive 02.70.120 for the procedure on reporting unlocated property.
6. The Chief Administrative Officer may require additional or more frequent inventories of locations due to a history of discrepancies, nature of items or other administrative concerns.
7. Upon closing a facility, all property, regardless of value, shall be inventoried and a certified copy of the inventory shall be submitted in compliance with guidelines stated in this directive.

F. Inventory Requirements

1. Upon receipt of the Report of Property by Location Code printout, the Clerical Control Officer shall forward the printout to the Physical Control Officer.
2. Upon receipt of the printout, the Physical Control Officer of each location shall:
 - a. Conduct a physical inventory of all property and shall record the inventory as noted in the instructions provided by the Property Control Section.
 - b. Provide any additional information that will help resolve discrepancies.
 - c. Upon completion of the physical inventory, sign the printout and forward it to the Clerical Control Officer.
3. The Clerical Control Officer shall:
 - a. Ensure each inventory printout is noted and signed by the appropriate individuals.
 - b. Reconcile all inventory printouts to determine:
 - (1) Whether any property identified as missing from one location code has been written on the printout of another location. If this occurs, appropriate notations shall be made on each printout for later corrective action.
 - (2) Whether any transactions have been processed but not yet entered. If so, indicate the transaction is in progress.
 - c. When applicable, complete the Annual Report of Physical Inventory Discrepancies, DOC 0017, according to the instructions included. The facility shall photocopy and maintain a copy of the DOC 0017.

NOTE: Omitted items shall be reported as missing only if not traced to another location and shall not be reported if received within the previous 90 days. Immediate action shall be taken to locate the receiving report and enter the transaction.

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- d. Prepare a Facility Certification of Inventory, DOC 0019, based on information summarized from the discrepancy report.
 - e. Correct all discrepancies for which there are no transactions in progress:
 - (1) Items noted as added on inventory shall be documented by a memorandum that shall serve as the source document for adding the property to inventory. The property shall be entered into the Statewide Accounting System. Newly acquired property purchased within 90 days of inventory shall not be reported as a discrepancy.
 - (2) Items reported for the wrong location code within the facility shall be documented on an Equipment Transfer Request, DOC 0020, and shall be entered into the Statewide Accounting System.
 - (3) Items reported for the wrong location code outside the facility shall be documented on a Request for Change of Status of Equipment, DOC 0013, and shall be entered into the Statewide Accounting System after appropriate approval has been obtained.
 - (4) Items that are identified as missing during the inventory shall be documented in compliance with Administrative Directive 02.70.120.
 - f. Maintain a copy of the inventory printout, the certification form and the discrepancy report and forward the original copies to the Chief Administrator.
4. The Chief Administrator shall review and sign the original inventory printout, the certification form and the discrepancy report. The original signed certification form and the discrepancy report shall be forwarded to the Property Control Section on a yearly basis as specified by the Section.
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