



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Frank Peterman, Jr.

**Date:** 11/16/10

**Subject:** Property Management and Control

**Section:** FDJJ – 1312

**Originating Office:** Administrative Services

**Authority:** Chapters 216, 217, 273, Florida Statutes, Chapter 10.350, Rules of the Auditor General and Chapter 69I-72, Florida Administrative Code

**Related References:** Department of Juvenile Justice Property and Insurance Manual

**Purpose:** The Department of Juvenile Justice shall have formal procedures for the management, control and inspection of state owned, tangible personal property. Procedures shall provide accountability for property through: assigning duties to employees responsible for inventory management, creation of records of all Operating Capital Outlay (OCO) property received, maintained and/or transferred by the Department and establishing uniform procedures for handling damaged, surplus, missing, lost or stolen property.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice (DJJ) and applicable service providers.

### **POLICY STATEMENT:**

- The Department is required per Florida Statute 273.02 to capitalize all property purchased with state funds which have an acquisition cost of \$1,000.00 or more and the normal expected life of which is one year or more and hardback covered bound books that are circulated with an acquisition cost of \$250 or more.
- The Department will capitalize all computers and laptops no matter the purchase price.

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- The Department is required per Florida Statute 273.02 to conduct an annual inventory of all capitalized property.
- Pursuant to Chapter 69I-72.006(4), Florida Administrative Code, the Property Custodian's Delegate, the Property Liaisons or any other staff involved in conducting the annual physical inventory shall not personally inventory items for which they are responsible.
- Movement of property requires a Property Transfer/Relocation form to update records in FLAIR.
- Property determined to be surplus shall be certified on the DJJ Surplus Certification of State Property. Final disposition of all OCO property must be documented to the Property Management Office within 60 days of the certification.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.