

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

**PROPERTY MANAGEMENT  
POLICY & PROCEDURES**

EFFECTIVE SEPTEMBER 16, 2009

## **1. INTRODUCTION**

This policy is to assist Division personnel in safeguarding, accounting for and disposing of agency assets. Property Management is a support service to the Division to assure that accurate records and proper control of property are maintained. Possession, use, and accountability are maintained by the Division's Accountable Property Officer (APO).

Division property and equipment may be used only in the performance of agency duties, and Division property and equipment should not be loaned out for personal use. This is to prevent equipment from being used off-campus for other than legitimate agency business.

The Division is directly responsible and accountable for the acquisition, use, maintenance, movement, disposition and reporting of all property obtained with state and federal funds and for the maintenance and reporting of equipment provided by the Government for use on a federally funded project.

## **2. PURPOSE**

The purpose of this document is to describe the guidelines and procedures to manage and account for Division property.

## **3. SCOPE**

This procedure focuses on the requirements to manage property. It is applicable to day-to-day activities of Division personnel as well as state operations for all-hazards events and contingencies as outlined in the state Comprehensive Emergency Management Plan (CEMP).

## **4. POLICIES/PROCEDURES**

- a. For the purposes of this policy, equipment shall refer to:
  - i. Capital property, which is defined as property valued at \$1,000 or above and having an useful life of at least one year.
  - ii. Non-expendable property having a lesser value but specifically controlled by the agency.
- b. Each employee is specifically responsible for the proper management and control of property issued to them, and shall ensure that:
  - i. Property is used for Division purposes only.
  - ii. Property is not loaned, traded, discarded, or moved without approval of APO.
  - iii. Property is not defaced or damaged in any way.
  - iv. Lost or stolen accountable property is reported to their immediate supervisor within 24 hours.
  - v. Capital property is used for its intended purpose by properly trained personnel.
- c. All property valued over \$100.00 will have a property tag.
- d. Employees failing to comply with this policy may be considered negligent and may be liable for any resulting loss or damage to Division property.

- e. The supervisor will be responsible for ensuring that the employee complies with this policy.
- f. The APO will be the Property Manager for all Division operations and offices including the Florida Recovery Office (FRO), State Logistics Response Center (SLRC) and emergency field offices unless designated otherwise. The Division will establish a Deputy APO for the FRO, SLRC and any office activated during a state of emergency (e.g. Interim Operating Facility (IOF) and Joint Field Office (JFO)). All Deputy APOs are accountable to the APO and the command organizational structure.
- g. The Logistics Section will perform unscheduled inspections of equipment to ensure inventory accountability.
- h. When a new APO is appointed, the Division's inventory must be verified by the new APO. The Deputy APO will follow the same policies and procedures when assigned to the FRO, JFO, or any other Division facilities. The Deputy APO will verify and report an initial property inventory to the APO for any new remote site. The Deputy APO will report to the APO.
- h. The APO and deputy APOs shall maintain an inventory of Division property. Items received through standard purchase procedures and emergency purchase orders are identified by the APO through the use of purchasing records and vendor documentation available from the Bureau of Finance & Administration. All capital and non-expendable property acquired by the Division is to be centrally processed through the APO prior to assignment to the employee. All Information Technology (IT) equipment must be delivered to ISS, which will record warranty information, tag the items, and deliver to the APO for assignment to an employee. The APO is responsible for overseeing the receipt of all capital property acquired by the Division.
- i. The Logistics Section will conduct an annual inventory of all capital property. This process will ensure that all capital property at the Division is accounted for. The APO will maintain this database inventory. All Deputy APOs working under the APO at remote sites (FRO, IOF, SLRC and JFO) will assist in all inventories.
- j. At the time of the annual inventory, the APO will verify the following information:
  - i. CA or EM tag number (an EM tag number will be affixed to all property even if a CA tag has been affixed. The Logistics Section will track all property by the EM versus the CA number in the State Resource Management Network system).
  - ii. Description of the item.
  - iii. Serial number.
  - iv. Location (facility and room number) of the property.
  - v. If obsolete or excess property.
- k. The Logistics Section has 30 days to perform the physical inventory. The Logistics Section Chief will be responsible for reviewing the annual physical inventory report prior to submission to the Deputy Director. The Deputy Director will certify the completion of

the annual physical inventory. After the inventory is completed, a copy shall be provided to each Bureau Chief.

- I. The APO is responsible for maintaining all capital and non-expendable property. This includes periodic inspections, calibrations, preventive maintenance and repairs as specified by the manufacturer and conventional maintenance practices. ISS will be responsible for maintenance of all IT equipment. In order to assess an item's worth (depreciation schedule), the APO and Deputy APO will keep a maintenance history on each piece of equipment, including date of work done, a brief description of work done and cost, if any. These records must be kept by the APO and Deputy APO.

## **5. PROCEDURES FOR ISSUING EQUIPMENT AND PROPERTY TO NEW EMPLOYEES**

- a. When a person is hired by the Division, each new employee will be issued the following standard equipment/property: (1) laptop (including carrying case and power cord); and (2) identification credential.
- b. In order to obtain standing issued equipment/property, the employee's immediate supervisor shall complete the Accountable Property Form ("APF") attached hereto as attachment (a) and submit it to the Bureau Chief's Administrative Assistant ("AA"). The AA will submit the form to the APO once approved by the employee's Bureau Chief.
- c. The AA will be responsible for entering information about the new employee into the Division's Enterprise System and notifying the Southwood Shared Resource Center (SSRC) to establish email accounts.
- d. The Enterprise System will notify the Information Systems & Services (ISS) and the APO of the new hire. ISS will be responsible for setting up the employee's network and security account.
- e. If an employee requires additional equipment (e.g., Blackberry, cell phone, air card, security RFID fob for the Sadowski Building, scanner, printer), the employee must submit the APF to the AA. The AA will then submit the APF to the Bureau Chief. The Bureau Chief will contact the Deputy Director who will have final authority over the issuing of these devices to employees. Once approved, the AA will route the request to the APO for issuance of new equipment.
- f. The Division's Security Officer shall be responsible for issuing the employee's identification credential. The employee must complete an Identification Card application.
- g. The Bureau of Finance and Administration shall be responsible for issuing the employee's Purchasing Card ("PCard").
- h. ISS shall be responsible for issuing the employee's IT equipment (e.g., laptop, printer, scanner) and report the tag number to the APO.
- i. The APO will be responsible for initializing issued BlackBerry equipment.
- j. The Bureau of Finance and Administration will be responsible for initializing air cards.

- k. The APO will be responsible of maintaining a record of all physical property issued to the employee.
- l. ISS will be responsible for emailing the Division's Property Group a copy of the tag numbers assigned to the employee's laptop.
- m. All new property issued by the Deputy APO will be reported to the APO.

## **6. PROCEDURES FOR ASSIGNING TEMPORARY EQUIPMENT**

- a. When an employee requires the temporary assignment of equipment for 30 days or less, they will complete a yellow APF provided by the APO.
- b. The employee must submit the APF to the AA or the request to the Section Chief during activations. Once approved by the Bureau Chief, the AA will route the request to the APO for issuance of new equipment.
- c. Only during activations, multiple items assigned to an individual may be reassigned by completing an APF by the receiver. All APFs must be returned to the APO within 24 hours. Field personnel may return via the Division's FedEx airbill only if there is no APO or Deputy APO available within 24 hours for equipment return. The equipment must be shipped from a FedEx/Kinkos or FedEx airport facility. The APO will provide airbills with the Division's information completed prior to distribution.
- d. All temporary equipment is marked with BOTH a CA or EM property label as well as a 30-day activation assignment control label.
- e. If the employee requires use beyond 30 days, they must receive re-authorization by their Bureau Chief following step 6(b).
- f. Assignments beyond 60 days are considered permanent assignments and require the procedures in Section 5 of this policy.
- g. Employee must return all temporary equipment to the APO once the term is completed.
- h. During emergency activations, the EM Constellation request will be printed and attached to the APF. The request must specify the name and property to be issued.

## **7. PROCEDURES WHEN AN EMPLOYEE MOVES OFFICE LOCATION WITHIN THE DIVISION**

- a. Whenever an employee relocates to another office within the Division, the employee's immediate supervisor will notify the AA of the office relocation.
- b. The AA shall enter the new location into the Enterprise System.
- c. The Enterprise System will notify ISS and APO of new location.
- d. The APO will amend the APF and note the new location.
- e. The APO will verify the office move with employee.

- f. An employee shall be permitted to relocate authorized capital and non-expendable property (except monitors, docking stations, and keyboards). Employees assigned to the field (e.g., FRO, JFO, Public Assistance Coordinators, Regional Coordinators) must clear moving exceptions with the APO or Deputy APO.

## **8. PROCEDURES WHEN AN EMPLOYEE SEPARATES FROM THE DIVISION**

- a. When an employee separates from the Division, the employee's immediate supervisor shall notify the bureau's AA of the employee's separation.
- b. The AA shall access the Enterprise system and de-activate the employee's account in accordance with their last day of service.
- c. The Enterprise System will notify ISS and APO of separation.
- d. Within one business day of the employee's separation, ISS shall disable the separated employee's network and security account.
- e. The AA shall notify the SSRC and request that the employee's email account be terminated or password changed.
- f. On the last day of service, the employee shall return any and all equipment/property issued to the employee during his or her period of employment to the APO of issuance. ID cards and P-Card must be returned to the AA.
- g. The APO shall complete the APF attached hereto as Attachment (a). The APO will notify ISS of the separation and return the laptop to ISS for archiving all files from the laptop and transfer the laptop to the cache. ISS will be responsible for overseeing the storage cache.

## **9. PROCEDURES FOR POSITION CHANGE WITHIN DIVISION**

- a. When an employee accepts a new position within the Division, the employee shall complete a new APF and all equipment shall be returned. Both APFs shall be submitted to the APO. Equipment shall be issued according to the new APF.
- b. The bureau's AA shall change the employee's Enterprise System account to reflect the change in employment.
- c. The employee shall contact the Security Officer and obtain a new identification credential which identifies the employee's new job function.

## **10. PROCEDURES FOR ACQUISITION OF PROPERTY**

- a. Any capital and non-expendable property acquired by the Division by any employee shall be processed by the APO. The Procurement Unit shall provide the APO a copy of the Purchase Order or P-Card voucher.
- b. All property purchases will be delivered to the APO. The APO will tag and record the inventory and then issue it to the employee based on an approved APF.

- c. Any and all IT equipment (e.g., laptop, software, scanners, printers, facsimile machines, peripherals) and electronics equipment (e.g., GPS units, cellular phones, Blackberries, two-way radios, satellite phones, digital cameras) shall be procured in accordance to Division standards. Bureaus are not permitted to purchase non-standard items without permission of the Deputy Director.

## **11. PROCEDURES FOR DAMAGED, LOST OR STOLEN PROPERTY**

All damaged, lost or stolen property must be reported to the APO within one business day of damage, loss or theft. Unless specified in another policy, should the property be lost, stolen, damaged or destroyed due to employee misconduct or negligence, the employee must be prepared to reimburse the Division, whether it be by an insurance check or personal funds.

- a. The APO shall be responsible for obtaining a statement from the employee as to why the property was damaged, lost or stolen and report the findings to the Deputy Director. If the equipment is stolen, a police report shall be attached to the statement.

## **12. PROCEDURES FOR RETURNING UNUSED OR UNWANTED EQUIPMENT**

- a. In order to return any equipment or property, the employee's immediate supervisor shall contact the APO.
- b. The APO will complete the Surplus Property Form and provides copies to their supervisor and AA.
- c. The APO will then follow state policies and procedures for disposal or salvage of excess or damaged property.

The APO shall verify with the Logistics Chief prior to disposing excess or damaged property.