

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO: 4
EFFECTIVE DATE: September 30, 1999
SUBJECT: Home Storage of State Property
AUTHORIZATION: R. S. 36:354

I. POLICY:

It is the policy of the Department of Natural Resources (DNR) to provide employees with the necessary tools to efficiently and effectively perform their duties in a timely manner. In that regard, the DNR will provide employees with movable property that can be stored at home when sufficient documentation can be provided, by their appointing authority, to justify the need for such.

II: PURPOSE:

This policy provides guidelines for the issuance and management of home storage of property control tagged equipment.

III: APPLICABILITY:

This policy applies to all classified and unclassified employees in the DNR who reside in Louisiana, and store property control tagged equipment at home.

IV: PROCEDURES:

Upon determining that an employee's duties require, and his/her performance is enhanced by the home storage of equipment, the employee's supervisor must complete Section I of the DNR's Home Storage Equipment Request Form. (Attachment I)

After completing the form, the supervisor should review it with the employee, obtain his/her signature, sign it and forward it to the Assistant Secretary.

The Assistant Secretary or his/her designee should review the request and if he/she approves, sign it and forward it to the Undersecretary.

The Undersecretary will review the request and if he/she approves, sign it and forward it to the DNR Property Control Manager.

Upon receipt of the Home Storage Equipment Request Form the DNR Property Control Manager, his/her designee or the section's property control liaison will issue the equipment to the employee and complete Section III of the Home Storage Equipment Request Form. In the field

offices, the section's property control liaison will issue the equipment to the employee, complete Section III and forward the original of the Home Storage Equipment Request Form to DNR's Property Control Manager or his/her designee.

NOTE: No employee will be given permission to store equipment at home for more than one calendar year at a time.

Equipment that is issued to an employee for home storage should be returned to the section's property control liaison when the assigned task is completed or on or before the anticipated return date.

In no case should equipment be kept by the employee beyond the "Anticipated Return Date."

Upon return of the property, the section's property control liaison will contact the DNR Property Control Manager or his/her designee who will verify that the property has been returned and complete the section of the Home Storage Equipment Request Form certifying the return. In the field offices, the section's property control liaison will complete this section of the Home Storage Equipment Request Form and forward it to the DNR Property Control Manager or his/her designee.

All returned property will be retained by the section's property control liaison until it is reissued for home storage or assigned to an employee for office use.

An employee's need for home storage of equipment will be reviewed on a yearly basis. For long-term home storage (one calendar year), the DNR Property Control Manager will notify the section's property control liaison prior to the anticipated return date that the employee's home storage permission needs to be reviewed. Upon notification, the section's property control liaison will contact the employee's immediate supervisor who should review the employee's job requirements and determine if he/she still has a need to store equipment at home. If the supervisor determines that a need still exists, a new Home Storage Equipment Request Form should be completed. This request should follow the same process as the initial request.

Upon receipt of the completed and approved Home Storage Equipment Request Form, the DNR Property Control Manager or his/her designee will notify the section's property control liaison of the date and time that the equipment should be brought to the property control liaison to be physically scanned. The scanning of home stored equipment will occur during the section's property control certification visit, which occurs during the months of January thru April.

V. RESPONSIBILITY:

It will be responsibility of the Assistant Secretary or his/her designee to assure compliance with this policy.

VI. EXCLUSIONS:

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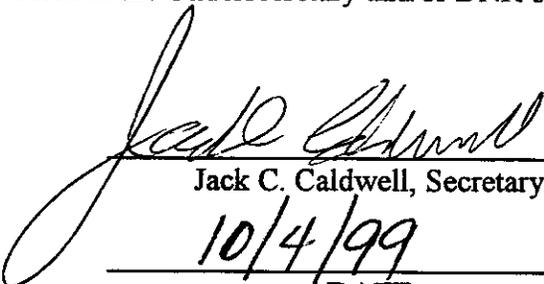
This policy applies to all classified and unclassified employees within DNR. Excluded from this policy are automobiles which are regulated by the Division of Administration Fleet Management Policy and employees who do not reside in Louisiana. Employees who reside in a state other than Louisiana and use and store property control tagged equipment at home will be required to complete the Home Storage Equipment Request Form on the initial issuance. Annually, from date of issuance, the employees will be required to send a letter to the Undersecretary certifying their continued need and use of the equipment initially assigned for home storage.

Field agents within the DNR whose official work domicile is their home, will be excluded from the requirement to bring their equipment to the office on any annual basis. However, they will be required to complete the Home Storage Request Form annually, identifying the equipment and the serial numbers of the equipment stored at their home.

Other exclusions will be approved by the Secretary and/or his designee on a case by case basis.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Undersecretary and/or DNR's Property Control Manager.



Jack C. Caldwell, Secretary

10/4/99

DATE

Section I

Employee Name/Home Address:	Division/Job Classification:	Work Number:
		Home Number:
Description of Item(s) & State Property Tag Number(s):		
Justification: (This section should indicate the reason/need to have this equipment stored at an employee's home and how long it will be needed.)		

Section II

I certify that this equipment will be used for official state business in accordance with state law. It will not be used for personal business. I assume responsibility for the above referenced equipment if it is lost, stolen, damaged or destroyed due to my neglect.

Employee Signature:	Date:
Approved by Immediate Supervisor: (signature)	Date:
Approved by Assistant Secretary: (signature)	Date:
Approved by Undersecretary: (signature)	Date:
Verified by Section Property Control Liaison . (Signature)	Date:

Section III

To be completed by DNR's Property Control Manager or designee or Section Property Control Liaison

Description (s) of item issued:	Serial Number (s):	State Tag Number(s)		
Date Issued:	Issued by:	Anticipated Return Date: *	Date of Return:	Received by:

*Date returned should not exceed one calendar year from date of issuance.

ORIGINAL FORM MUST BE FORWARDED TO DNR'S PROPERTY CONTROL MANAGER