

**DEPARTMENT OF NATURAL RESOURCES**

**Administrative Policy No:** 5  
**Effective Date:** September 1, 2000  
**Subject:** Property Issuance  
**Authorization:** L. A. C. 34:VII. 305 C

**I: Policy**

It is the policy of the Department of Natural Resources (DNR) that all employees will be provided with the necessary property to efficiently and effectively perform their duties and that he/she will maintain responsibility/accountability for the property they are assigned.

**II: Purpose:**

This policy provides guidelines for the issuance and accountability of property control tagged equipment issued to DNR employees.

**III: Applicability:**

This policy applies to all classified and unclassified employees, students and contractors in the Department of Natural Resources.

**IV: Procedures:**

The SONRIS Inventory Application is the official record for the tracking the movement and transfer of property from an Office/Section/Person to another in the Department.

Upon employment or transfer to a new section, employees will be assigned a work station and the equipment necessary to satisfactorily perform their duties.

A @task helpdesk request from the property control liaison is needed by DNR's I.T. Technical Services Staff to move and record the assignment or transfer of property from one Office/Section/Person to another in the Department. When an employee terminates or transfers from a section the property liaison should create a @task helpdesk request to transfer and record the movement of property to their immediate supervisor or property control liaison.

All property control tagged equipment assignments or transfers will be officially moved and recorded in the SONRIS Inventory Application by DNR's I.T. Technical Services Staff for personnel in the LaSalle building.

Property control tagged equipment transfers at all DNR's offices **not in Baton Rouge** will be officially moved by the office property control liaison or designee and recorded in the SONRIS Inventory Application by DNR's I. T. Technical Services Staff based upon a @Task Request.

DNR's Property Control Office will run a transaction report to be used to enter equipment activities into Division of Administration AssetWorks System. DNR's Property Control Office and Office property control liaison can generate electronic property control activity reports as needed. Email notification will be sent to all persons involved in property control tagged equipment transfers.

**!All items of movable property having an acquisition cost of one thousand dollars (\$1,000) or more and all gifts having an appraised value of one thousand dollars (\$1,000) or more must be tagged and recorded in the Division of Administration Asset Works System. All desktop computers, hand-held or palm computers, notebook computers, monitors, printers and scanners regardless of cost or appraised value will be tagged.**

If the Human Resource Division does not receive an email notice of the property control assignment/transfer acknowledging return of the property to the immediate supervisor or control liaison when an employee terminates or transfers, the Human Resource Division will forward the matter to the Assistant Secretary or his/her designee for final resolution.

#### **IV-A: Assignment of Computers:**

**All desktop personal computers, hand-held or palm computers, notebook computers, monitors, printers, and scanners will be delivered to the Information Technology Division, Technical Services Section through the Purchasing Section.**

Upon receipt, equipment will be issued a property control tag by Purchasing Section assigning it to IT Technical Services Section, tagging it to 3002 property location code and placing it into the Information Technology computer room.

Technical Services will use the SONRIS Inventory Application showing all assignments and reassignments of computers and computer equipment.

At the time Technical Services sets up the equipment in an office/section, all assignment/transfer, reassignment of new equipment to the appropriate person/room number and the computer that is being replaced will be reassigned to the IT Technical Services must be recorded using the SONRIS's Inventory Application.

**Technical Services is responsible for configuring all IT equipment and software. Any changes to a Department computer which includes, installing software and/or moving to a different location or office must be performed or approved by IT, Technical Services staff**

It is the responsibility of all DNR employees; who discovers the loss of state assets such as equipment and small property items as a result of a crime or has reason to believe that any loss or damage to covered property is the result of an employee's dishonesty; to report such loss to his immediate supervisor.

*The DNR Property Control Coordinator and Internal Auditor will conduct random inventory audits on a quarterly basis. Employees and/or sections found not in compliance with this policy will be referred to the Assistant Secretary and the Human Resource Division.*

**V. Responsibility:**

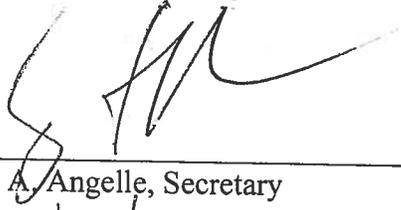
It will be the responsibility of each employee, property control liaison and Assistant Secretary to assure compliance with this policy.

**VI. Exclusions:**

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.

**VII. Questions:**

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



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Scott A. Angelle, Secretary

Date

2/27/2012