

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No.: 4

EFFECTIVE DATE: JULY 10, 2015

SUBJECT: HOME STORAGE – STATE PROPERTY

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) provides the equipment necessary for its employees to efficiently and effectively perform assigned job duties. Under limited circumstances, employees are authorized to remove DNR equipment from the workplace for use and storage in their homes. When this occurs, DNR's Property Control Manager must maintain an accurate accounting of the equipment removed, the location thereof, the employee in possession and the required return date.

II. PURPOSE

This policy provides limitations upon and a procedure for managing property control tagged equipment removed from the workplace for use by DNR employees in performing job assignments.

III. APPLICABILITY

This policy applies to all DNR employees and equipment removed from the workplace. Generally, such equipment includes electronic devices (laptops, iPads, PCs and related equipment) that must be tagged for property control purposes.

IV. PROCEDURE

1) Issuance:

- a) Upon determining that an employee's job responsibilities require field use or home storage of DNR equipment, supervisors are required to complete Section I of the Home Storage Equipment Request form (attached), therein providing a description of the equipment requested, property tag number, justification and duration of the home storage assignment.
- b) The supervisor shall discuss the equipment assignment with the employee, the limitations upon personal use thereof and the

employee's responsibility for replacing the equipment if lost, stolen, damaged or destroyed due to negligence. The supervisor and employee then shall sign and date the form.

- c) The Assistant Secretary and Undersecretary will review the request for home storage, including the justification therefor. If both determine the request to be appropriate and necessary, they shall sign/date the form and forward it to the DNR Property Control Manager for processing.
- d) The Property Control Manager shall review the request for sufficiency, complete Section III of the form and confirm with the employee the designated return date. In Field Offices, the Office's Property Control Liaison will perform this function.

2) **Duration:**

- a) Equipment issued in accordance with this policy may be for a fixed duration of time which is to be set forth by the supervisor in the justification section of the Home Storage Equipment Request form. Under no circumstance may an employee retain equipment beyond the designated return date without authorization.
- b) Authorization for home storage may not be granted for a period in excess of one full year.

3) **Return:**

- a) Equipment issued for home storage is to be returned by the employee to the Property Control Manager or Property Control Liaison upon completion of the assigned task or no later than the designated return date.
- b) All returned equipment will be inspected for damage and/or misuse, with the employee responsible for paying for repair or replacement, as warranted.
- c) Returned equipment will be retained by the Property Control Officer or Property Control Liaison until re-issuance for home storage, assignment to an employee for office use or surplus.

4) **Annual Review:**

- a) An employee's need for long-term home storage of equipment will be reviewed on an annual basis. The Property Control Manager will

notify the Property Control Liaison prior to expiration of the one year authorization, who then will contact the employee's immediate supervisor for purposes of determining the employee's job requirements and continuing need for home storage. If the determination is made that continued home storage is required, an updated Home Storage Equipment Request form shall be completed.

- b) The Property Control Manager is required, on an annual basis, to take inventory and scan all property control tagged equipment. This is done during the property control certification visit to each DNR work location during the months of January through April. The Property Control Liaison will be notified by the Property Control Manager of the date in which the equipment is to be brought in for physical inspection and scanning. The Property Control Liaison will notify employees of the date in which they are required to present the equipment for inspection.

V. EXCEPTIONS

- 1) Field Agents whose official work domicile is their home are excepted from the requirement of bringing their equipment in for inspection and scanning on an annual basis. However, Field Agents are required to annually provide a dated picture of the equipment and complete the Home Storage Equipment Request form for purposes of documenting the continuing possession and condition of the equipment, serial number and property control tag number.
- 2) Employees who reside out-of-state and whose official work domicile is their home are excepted from the requirement of bringing their equipment in for inspection and scanning on an annual basis. However, these employees are required to annually provide a dated picture of the equipment and complete the Home Storage Equipment Request form for purposes of documenting the continuing possession and condition of the equipment, serial number and property control tag number.
- 3) Vehicles owned by DNR that are authorized for home storage at an employee's home are excepted from this policy. Such vehicles are regulated by the Division of Administration's Fleet Management Policy and DNR's Administrative Policy #6, Home Storage – State Vehicles.


VI. VIOLATIONS

All employees are required to properly maintain and care for equipment authorized for home storage. If such equipment is lost, stolen, damaged or destroyed due to an

employee's negligence, repair/replacement of the equipment may be required at his/her expense. Additionally, the employee shall be subject to disciplinary action in accordance with the Civil Service Rules.

VII. QUESTIONS

Questions regarding this policy should be directed to DNR's Property Control Manager.



STEPHEN CHUSTZ, SECRETARY
7/9/15

DATE

INITIAL ISSUE DATE: 10/99

REVISION DATE: 07/15

Section I

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------|
| Employee Name/Home Address: | Division/Job Classification: | Work Number: |
| | | |
| | | Home Number: |
| | | |
| Description of Item(s) & State Property Tag Number(s): | | |
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| 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.) | | |
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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

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

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

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