
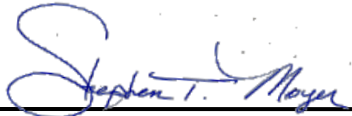


# Executive Directive



<b>Title:</b> <b>Property and Fleet Management</b>	<b>Executive Directive Number:</b> <b>ADM.010.0006</b> <b>REVISED</b>
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, Annotated Code of Maryland; State Finance and Procurement Article, §4-306 and §§4-501— 508, Annotated Code of Maryland; Department of General Services, <i>Inventory Control Manual</i> , July 2003; Comptroller of Maryland, GAD Accounting Procedures Manual; Department of Budget & Management, FMIS R*STARS Reference Manual, Chapter 15	<b>Supersedes:</b> <b>Executive Directive ADM.010.0006, dated December 5, 2014</b>
<b>Related ACA Standards:</b> <b>4-4037 ; 2-CO-1B-08</b>	<b>1</b>  <b>1</b> <b>Services Division</b>
<b>Related MCCS Standards:</b> <b>N/A</b>	<b>Effective Date:</b> <b>November 20, 2015</b> <b>Number of Pages: 6</b>



**Stephen T. Moyer**  
**Secretary**



**William G. Stewart**  
**Deputy Secretary**  
**for Administration**

## **.01 Purpose.**

This directive continues responsibility for the Department of Public Safety and Correctional Services (Department) for the management and control of certain Department property.

## **.02 Scope.**

This directive applies to all units of the Department.

## **.03 Policy.**

- A. The Department shall comply with applicable property management standards, policies, and procedures established by the Department of General Services, Department of Budget and Management, State Treasurer's Office, and Comptroller's Office authorized by statute or regulation.
- B. The Department shall safeguard property against misappropriation by following published procedures for the control and management of certain Department property.

## **.04 Definitions.**

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

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- (1) "Capital equipment" a non-expendable item:
  - (a) Means any equipment item or furnishing having a probable useful life in excess of one year and a procurement cost of \$500 or more per unit, such as, furniture, machinery, instruments and other apparatus.
  - (b) "Capital equipment" includes:
    - (i) All motor vehicles regardless of cost;
    - (ii) Livestock if the procurement cost is \$500 or more;
    - (iii) Sensitive items, having a procurement cost of \$250 or more and a useful life of one year or more; and
    - (iv) Firearms and other law enforcement weapons regardless of cost.
- (2) "Custodial agency" is the State governmental unit financially accountable for personal and real property under the agency's control.
- (3) "Department property" means personal and real property under the control of the Department as the custodial agency.
- (4) "Fixed assets":
  - (a) Include land, land improvements, buildings, building improvements and capital equipment.
  - (b) Does not include materials, supplies, and non-capital equipment.
- (5) "Fleet" means State motor vehicles under the control of the Department as the custodial agency.
- (6) "Livestock":
  - (a) Includes all beef and dairy cattle, horses, mules, swine, dogs used in law enforcement and other stock.
  - (b) Does not include animals acquired for laboratory and experimental use.
- (7) "Materials and supplies" means any item that is consumed, expended or changed in form by use, such as food, office supplies, raw materials, building and maintenance supplies, repair parts, items purchased for resale, storeroom supplies and other similar items needed to support normal operations.
- (8) "Motor vehicle" includes all automobiles, station wagons, light and heavy duty trucks, graders, tractors, motorcycles, marine vessels and aircraft and other such equipment contrived for conveying passengers or objects.
- (9) "Non-capital equipment" (an expendable item) means miscellaneous equipment, furniture, desk top articles and the like having an acquisition cost less than \$100, sensitive items with an acquisition cost less than \$50, or items with a useful life of less than one year.

(10) "Personal property" as opposed to real property means capital equipment items, non-capital equipment items, and materials and supplies owned by the State.

(11) "Real property" means land, including the buildings or improvements on the land and its natural assets, such as minerals, and water owned by the State.

**.05 Responsibility.**

A. Office of Property and Fleet Management (PFM).

(1) The Director of PFM (Director) is designated by, and reports to, the Deputy Secretary for Administration.

(2) Except for provisions under §§.05A(3) and B of this directive, the Director, or a designee, shall:

- (a) Coordinate with the Department of General Services to develop and implement automated systems related to Department property and fleet management;
- (b) Develop policies, procedures, and internal controls related to managing Department property and safeguarding against the misappropriation and mismanagement of Department property;
- (c) Develop and maintain accurate and timely information regarding the cost, use, location, and allocation of Department property;
- (d) Develop reports and make recommendations for the improvement of the Department's property management and accountability systems;
- (e) Provide technical assistance and advice on matters related to Department compliance with property management standards, policies, and procedures;
- (f) Assist in developing Department responses and corrective action plans to legislative auditor recommendations related to property and fleet management;
- (g) Coordinate and ensure Department compliance with the annual property reconciliation and reporting process by:
  - (i) Monitoring and verifying property records;
  - (ii) Monitoring and verifying that required fixed assets are posted to the Financial Management Information System (FMIS) and updated as required; and
  - (iii) Coordinating submission of the annual report to the Department of General Services;
- (h) Review and approve excess property declarations for Department property;
- (i) Develop and maintain forms to be used by the Department in matters related to the acquisition and transfer of Department property;
- (j) Supervise and coordinate Department fleet management; and

- (k) Undertake other duties and responsibilities related to Department property and fleet management as directed by the Deputy Secretary for Administration.
- (3) In the following areas, PFM may provide technical assistance, but the unit head shall maintain operational and administrative responsibility for inventory of personal and real property under the unit head's control:
  - (a) Maryland Correctional Enterprises manufacturing operations;
  - (b) Facility commissary operations; and
  - (c) Collection, storage, and disposal of:
    - (i) Hazardous and explosive materials;
    - (ii) Controlled dangerous substances; and
    - (iii) Evidence related to a civil, criminal, or administrative proceeding.

**B. Assignment of Responsibility for Particular Types of Department Property.**

- (1) As established in the Department's Information Technology and Communications Division (ITCD) Inventory of Technology Equipment Procedures Manual, ITCD has exclusive responsibility for acquisition, maintenance, and record keeping related to the following personal and real property:
  - (a) Computer equipment;
  - (b) Network equipment;
  - (c) Video conferencing equipment;
  - (d) Mobile Devices and Services; and
  - (e) Other information technology-related equipment.
- (2) A unit is responsible for the maintenance and record keeping related to property that the unit requested and acquired through the Department's procurement procedures, which includes:
  - (a) Radios;
  - (b) Cameras, including photo identification cameras;
  - (c) Surveillance systems;
  - (d) Audio-visual equipment (excluding video conferencing equipment; and
  - (e) Accessories related to the equipment listed under §§.05B(2)(a) — (d) of this directive.

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- (3) Medical equipment used by a facility medical unit is the responsibility of the medical contractor with the approval of the Director, Clinical Services, or a designee. A facility property officer is responsible for maintaining records relating to the receipt and accountability of the medical equipment used at that facility.

### **C. A unit head shall:**

- (1) Ensure that Department property under the control of the unit is properly safeguarded, managed, inventoried, and disposed of in compliance with State and Department standards and policies by:
  - (a) Establishing internal property controls and procedures, as required;
  - (b) Designating an individual as the unit's Property Officer, who shall:
    - (i) Have management oversight for Department property under the control of the unit; and
    - (ii) Direct the care and use of the property; and
  - (c) Designating unit Accountable Officers, who shall have direct control over the care and use of the property under the control of the unit.
- (2) Ensure the:
  - (i) Timely and accurate reporting to PFM of information related to the acquisition or disposal of Department property;
  - (ii) Completion of required periodic and annual financial management reports regarding Department property under the control of the unit; and
  - (iii) Timely completion of corrective action plans related to property and storeroom audit reports.

D. The Division of Capital Construction and Facilities Maintenance shall provide PFM information on expenditures related to capital projects, including maintenance projects that are classified as capital improvements.

## **.06 Attachment(s)/Link(s).**

- A. Link to Department of General Services [\*Inventory Control Manual\*](#)
- B. Link to Property and Fleet Management [\*Fixed Asset Management Manual\*](#)

## **.07 History.**

- A. This directive replaces Executive Directive ADM.010.0006 — Property Management, dated January 13, 2009.
- B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

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**.08 Correctional Facility Distribution Code.**

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S — Property Officers