



## EQUIPMENT INVENTORY

Date:  
October 18, 2021

By Direction Of:

Lucas M. Miller, State Inspector General

### A. Purpose.

To define the Office of State Inspector General's (OSIG) policy and procedures for the inventory of equipment. OSIG must maintain an accurate record of all (OSIG) equipment purchased and issued for use by OSIG employees during the course of their duties. Failure to abide by this policy may lead to discipline up to and including termination.

### B. Policy.

This policy applies to all equipment used or purchased by the OSIG. The Agent/Investigator Equipment Receipt ([OSIG 412](#)) shall be completed by all sworn law enforcement personnel for all issued equipment and the Non-Investigative Employee Equipment Receipt ([OSIG 109](#)).

### C. Responsibility.

The Bureau of Administration, Policy and Training (BAPT) will be responsible for equipment issued to OSIG employees and shall maintain a current and accurate inventory of such equipment. BAPT will maintain the original [OSIG 412](#) and [OSIG 109](#) and provide a copy of it to the employee's immediate supervisor. OSIG personnel are responsible for all equipment issued to or used by them.

### D. Procedures.

All equipment tracked in the SAP Inventory System must be inventoried by the employee's immediate supervisor once a year, to be timed with the employee's performance review. When the inventory is taken, a visual inspection of the item reported is to be made to confirm the accuracy of its present location, the condition, the model and/or serial number(s), the style and the item's OSIG inventory number. An inventory of all SAP-tracked, unissued equipment must be performed annually by BAPT.

BAPT will enter all issued equipment into the SAP Inventory System and maintain records, as described above. Be advised that all OSIG-issued equipment is not listed or maintained in the SAP Inventory System.

## **E. Employee Transfer.**

Upon the transfer or reassignment of an employee from one location or bureau/division to another, the issued personal equipment will be transferred with the transferred/re-assigned employee. The new, immediate supervisor will be responsible for the verification of the current [OSIG 412](#) or [OSIG 109](#) for all equipment.

## **F. Employee Separation.**

When an employee is separated from OSIG for any reason, the employee is responsible for the return of issued equipment prior to the effective date of separation. In case of a permanent separation, the employee's final paycheck will be withheld pending the receipt of all outstanding equipment. The employee's immediate supervisor will provide a copy of [OSIG 412](#) or [OSIG 109](#) to the employee to notify them of all equipment that must be returned to the employee's immediate supervisor or designee. The returned equipment, along with a copy of the [OSIG 412](#) or the [OSIG 109](#), will be forwarded to BAPT. For more information on separation responsibilities, see the [OSIG Employee Out-Processing Policy](#).

## **G. Loss, Theft, Damage or Destruction of OSIG Equipment.**

When Commonwealth property or equipment is stolen, lost, or damaged, the employee responsible for that item(s) must notify their supervisor immediately and prepare and submit a Report of Theft, Loss or Damage to Commonwealth Property or Equipment ([OSIG 401](#)) to their supervisor, or other individual in their chain of command, as soon as possible.

Theft of or vandalism to a state owned or leased vehicle will be reported via the [OSIG 401](#). Damage caused by a vehicular accident to a state owned or leased vehicle will be reported using applicable Department of General Services' (DGS) procedures.

When reporting a theft, loss or damage to Commonwealth property or equipment the entire first page of the [OSIG 401](#) report will be completed by the employee reporting the incident.

The second page of the [OSIG 401](#) form will be completed by the employee's regional manager/supervisor. The [OSIG 401](#) and any attachments will then be forwarded through the chain of command to the bureau Deputy State Inspector General and the BAPT.

## **H. Requesting New or Replacement Equipment**

To request new or replacement equipment employees must complete the Request for New/Replacement Equipment ([OSIG 416](#)) and route it through their chain of command for approval. Once all approvals are received, the request is routed to BAPT to obtain the equipment and make any necessary updates or changes to the SAP Inventory System.

## **I. Additional Information.**

Any questions regarding this policy should be directed to your immediate supervisor.

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