

FIXED ASSET INVENTORY CONTROL/SURPLUS DISPOSAL

- AUTHORITY:** Administrative Directive
Sections 830.5 and 12401 through 12402 of the California Penal Code
- RESCINDS:** Procedure Manual Item 3-1-033, dated 06/20/16
Procedure Manual Item 3-8-301, dated 11/27/19
- FORMS:** Request for Donation of Surplus Clothing (Attachment)
- PURPOSE:** To standardize methods of asset control/disposal and donation of surplus clothing.

I. GENERAL INFORMATION

- A. The Board of Supervisors has authorized the Probation Department to dispose of County clothing that is issued to minors detained in or committed to the County Juvenile Facilities.
- B. Clothing and footwear that has been deemed unsafe by the Director of the facility or **their** designee, that will not be reissued due to its worn or tattered condition, may be donated to nonprofit organizations serving the homeless.
- C. The selection of the homeless shelter, which will receive the donation, shall be made from the list of nonprofit providers listed in the periodic Directory of Homeless Shelters published by the Orange County Homeless Issues Task Force or from the shelters sponsored by United Way.
- D. The Probation Division Director or designee making the donation shall complete the Request for Donation of Surplus Clothing form, identifying what was donated (i.e., pants, shirts, shoes, etc.); to whom it was donated; when it was donated; and how much was donated (expressed as number of pairs, bags, etc.). And maintain a file copy of Request for Donation of Surplus Clothing form.
- E. All assets will be tagged or marked with a number and re-tagged or again marked if the number is removed.
- F. Fixed asset numbers are assigned by Auditor/Controller Officer, controlled asset numbers by the Facility's Supplies Clerk or their designee.

II. PROCEDURE

- A. To donate surplus clothing
 - 1. The Facility Supplies Clerk will complete the Request for Donated Clothing form and submit it to the Division Director or designee for approval.
 - 2. Once approved, the Division Director or designee will contact a shelter and arrangements will be made for pickup or delivery of the items.

3. Upon pickup or delivery, the receiving agency will acknowledge receipt of the clothing via a signature on the Request for Donated Clothing form. The form will be retained by the donating facility. A copy of this form will be maintained for the CDPO of Juvenile Intake and Detention Bureau, and the Director of Administrative & Fiscal Division.

B. Receipt or Transfer of Fixed/Controlled Assets

1. A supervisor will notify Supply personnel whenever the monetary value of a donation, received in **their** area of responsibility, exceeds \$100. In these instances, a memo will be submitted to Purchasing noting the Division where the transfer is originating and the Division where it will be received. The memo will also include a description of the donated asset, the dollar value, the date received; and be signed by the outgoing and incoming Division Director or designee.
2. The **Asset Management Specialist** shall keep a master list of all fixed **Capital Asset \$5,000.00 + in value at time of purchase/controlled assets \$300.00 up to \$4,999.99.**
3. In the event a fixed/controlled asset item is lost or to be moved from one area of responsibility to another, the Supervising Juvenile Correctional Officer (SJCO) responsible for the item shall notify the **Asset Management Specialist** or their designee.

C. Surplus of an Asset

1. The Supplies Clerk shall be responsible for all surplus fixed/controlled asset items or other county owned property.
2. When SJCOs of each area of responsibility want to surplus a fixed/controlled asset item or other county-owned property, they must turn that item over to the **Asset Management Specialist** or their designee.
3. The **Asset Management Specialist** or their designee shall **list the asset on Govdeals**, complete a Surplus Inventory Sheet and forward a copy electronically to the Surplus Program Coordinator of the CEO/Real Estate Division. **(only applies if asset is real estate or if Capital Asset is inside a building turned over to OC Real Estate).**
4. All assets or County-owned items shall only be surplus in this manner.

D. Inventory of Fixed/Controlled Assets.

1. A fixed **Capital Asset inventory is completed every 2 years.** Controlled asset inventory is completed annually. The inventory is conducted by an inventory team:
2. The **Asset Management Specialist** or their designee and the Administrative and Fiscal Division (AFD) Support Service Storekeeper or their designee shall visually inspect each fixed/controlled asset item to verify both serial and asset number. Refer to AFD for donations over

\$5,000. Asset Control Officer (ACO) receives list provided by Asset Management Specialist and locates asset, verifies serial # and asset #.

REFERENCES:

Procedures:	3-1-0017	Care and Use of County-Owned Facilities
Policy:	G-7	Distribution and Use of County Services, Supplies and Equipment

P. Suzuki

APPROVED BY:

REQUEST FOR DONATION OF SURPLUS CLOTHING

FACILITY: _____ DATE: _____

DESCRIPTION OF CLOTHING TO BE DONATED: _____

_____ APPROXIMATE VALUE _____

SUBMITTED BY: _____ TITLE: _____

DIVISION DIRECTOR APPROVAL: _____ DATE: _____

DISTRIBUTION OF DONATED CLOTHING

DESIGNATED SHELTER: _____

ADDRESS: _____

PHONE: _____ CONTACT PERSON: _____

PERSON RECEIVING DONATION: _____ DATE: _____

DISTRIBUTION: CDPO Juvenile Operations Bureau
Director/A&FS