

Annex 12

Property Management and Accountability Procedures

Operations Guidance

TABLE OF CONTENTS

I.	Introduction	3
II.	Mission/Scope	3
III.	Assumptions	3
IV.	Roles and Responsibilities	4
V.	Definitions	4
VI.	State Resource Management Network	5
VII.	Issuance of Property	6
VIII.	Turn in of Property	6
IX.	Equipment Issue Procedures	7
X.	Property Inventory	
XII.	Lost, Stolen and Damaged Property	
XIII.	Homeland Security Property	

I. Introduction

The Logistics Section has overall management control of millions of dollars of equipment purchased by the Florida Division of Emergency Management that play a key role in the State's overall capabilities to respond to, and recover from an emergency event occurring in the State. Accounting for all of the equipment and ensuring that it is ready for immediate deployment is a serious and major undertaking. In order to accomplish this, a 100% inventory of all property will be conducted annually to ensure that all equipment is operational, in good condition, and is properly issued and accounted for.

II. Mission / Scope

The mission of the Logistics Section Accountable Property Officer is to ensure all the divisions property is properly accounted for, entered into the State Resource Management Network, Maintained properly, Issued using the Division Property Issue Form, the location of the property is documented, and that an annual inventory is conducted.

III. Assumptions

1. Disasters can strike at any time and in any location throughout the State of Florida on a regular basis.
2. Local resources will manage many of these events, but some will require the assistance of the State Emergency Response Team.
3. Assistance can take many forms, but in situations where local capabilities are burdened, or do not exist, the State Emergency Response Team will send resources to the impacted area until such time as they are no longer needed.
4. Interoperable communications will continue to be a significant problem for first responders when arriving in an impacted community.
5. Equipment will fail. Redundant resources must be planned for and maintained.
6. Equipment not properly issued will result in loss of equipment.
7. When equipment and property are handed off from one employee to another, accountability of that equipment/property is lost.
8. Equipment/property that exists yet is not in mission capable condition is of no value to the Division.

9. A detailed inventory of equipment is essential for documentation of available assets, and a determinate of future purchases of replacement equipment.

IV. Roles and Responsibilities

The equipment under the management of the Logistics Section includes a wide variety of response and recovery assets. Response vehicles; a large array of communications equipment; satellite telephones, deployable laptop computers, small generators, cell phones, and a host of other key assets are maintained. As such, it is the responsibility of the Logistics Section to ensure this equipment is managed in a proper fashion. The Section will designate an Accountable Property Officer who will be responsible for maintaining this equipment.

1. The Property Management Position in the Logistics Section will manage all property purchased and assigned to the Tallahassee Office and will oversee the initial issuing of property to the Lake Mary office and ensure that the appointed property book officer at Lake Mary conducts the proper inventories, and maintains the appropriate property records.

2. The Facilities Manager at the State Logistics Response Center will be responsible for accounting for, issuing, and inventorying all property assigned to the State Logistics Response Center.

3. When a Joint Field Office (JFO) is established, the Recovery Section will appoint two personnel; a Field Support Specialist, and an Accountable Property Officer (APO) who will work under the full time Deputy Logistics Chief for Recovery. The APO individual will be responsible for all property assigned to Recovery by the Division utilized by State personnel at the JFO, field assignments such as for Disaster Recovery Centers (DRC0, and Community Relations (CR) personnel. The Field Support Specialist will be responsible for supporting all facilities and personnel in the field under Recovery.

V. DEFINITIONS

1. Bar Code Decal – The Division will use three (3) different types to identify division property:

- a. White with black $\frac{3}{4}$ " x $1 \frac{1}{2}$ " decal print laminated, that starts with the letters CA followed by a series of numbers. All computers, furniture, and other property/equipment with a value of \$1000.00 or more will be affixed with this decal. These are managed by the Department of Community Affairs in collaboration with the FDEM APO in Tallahassee.

b. Blue and white, ¾” x 1 ½ “ decal with black print laminated, that starts with “State of Florida, Emergency Management” followed by the letters EM and a group of numbers. This decal will be placed on all non expendable or durable property purchased by the Division, regardless of the cost. These are managed by the FDEM APO in Tallahassee.

c. White with black lettering 4” x 6” label that reads “State of Florida, State Logistics Response Center”, followed by numbers. This sticker will be placed on all property and consumable supplies received at the State Logistics Response Center. These are managed by staff at the State Logistics response Center.

2. Accountable Property – Accountable property will be divided into two classifications.

Any equipment, fixture, furniture, computers, LCD Projectors or other property of a non-consumable and non-expendable nature, with a normal life expectancy of one year or more, and a cost or value of \$1000.00 or more.

All cell phones, Black berries, Global Positioning Units (GPS), computer monitors, computers peripherals, digital cameras, projectors, and all other non-consumable property UNDER \$1000.00, but hold a tangible value, regardless of cost will be treated as accountable property and will receive a DEM property decal.

All property will be added to the State Resource Management Network. Most accountable property will carry a 3-year depreciation schedule value unless otherwise noted on the property books.

3. Consumable Property – Any property or commodity that is consumed during use. Example, toner for copiers/printers are expended during normal use, ink pens and paper are expended during use, where as a cell phone with a value of \$75.00 is not expended during use. Repair parts, regardless of value are considered consumable property.

VI. STATE RESOURCE MANAGEMENT NETWORK (SRMN)

The State Resource Management Network

<https://demfl.evresearch.us/syslogin.aspx> will be used to manage all property, equipment, and resources purchased or assigned to the Division of Emergency Management. The State Resource Management Network has the ability to track all equipment/property from the time it is ordered to the time it is issued to an individual. The following procedures will be used to impute equipment and property into the State Resource Management Network:

1. If an emergency purchase is made the item will be entered into the State Resource Management Network by the property manager as soon as possible after the item is received.

2. Once the item ordered is received it will be entered in the State Resource Management Network. This will be accomplished by the person in the procurement unit that receives the property or by the property manager where the property is received. At a minimum the serial number, date of purchase, and cost of the item will be entered at this time.

3. The property manager will be responsible for ensuring that either a CA property sticker (Department of Community Affairs) or an EM sticker (Division of Emergency Management) is affixed to the property and that the State Resource Management Network record is updated to reflect the number.

VII. ISSUEANCE OF PROPERTY

All non-expendable/durable property will be issued by the Division Accountable Property Manager (APO), this includes but is not limited to; computers (laptops and desktops), monitors, cell phones, global positioning devices, black berries, cameras, projectors, satellite phones, and accessories for these devices. The property manager shall issue consumable products such as, copier/printer toner, batteries, and repair parts for copiers/printers. The APO will work closely with DCA ISS on all computers and related data management systems and services.

The APO will be responsible for the issuance of all authorized accountable property to an employee to include cell phones, Blackberry's, computers, SERT garments, and Identity Cards. ALL PROPERTY to include ID Cards will be first approved by the staff member's supervisor. All computers, cell phones, Blackberry's and Air Cards must also be approved by the DEM Deputy Director through e-mail correspondence or written authorization.

All personnel will sign a property issue record and attest to the following.

"I understand that this equipment is the property of the State of Florida, and that I am fully responsible for the equipment and assets listed above I will return this equipment in the same condition in which I receive it, allowing for normal wear and tear. I will immediately report any damage, loss, theft to both my immediate supervisor and the Accountable Property Officer (APO). If I do not, I understand that appropriate actions will be taken. This property will be returned upon either completion of my assignment, change of assignment, termination of my contract period, or resignation or termination of employment. Failure to return and account for all property may jeopardize my final payroll check, and that I may be held accountable for this property if found negligent to properly maintain security over it while in my possession. I understand that I must return all property directly to the Division's Accountable Property Officer (APO), and to no other person. Property may NOT be transferred from one person to another."

State purchasing cards (P-Cards) are issued only by the Finance Section.

VIII. TURN IN OF PROPERTY

When a Division employee resigns, or is dismissed they will turn in all issued property before their last day of work, this includes computers, cell phones, black berries, SERT Apparel, and any other Division issued equipment. This includes all peripheral items in support of a primary piece of equipment such as cell phone chargers and cases, computer mice and keyboards in support of a computer, power plus in support of GOS and digital cameras, etc.

Under no circumstances will property be transferred to another employee, even if it is a replacement employee for the same position, unless documented by the APO r. The property manager will ensure that:

1. Cell phones, blackberries, and computers are sanitized of all personal information. (An exception will be made for the black berries turned in by Regional Coordinators). All Computers will first be checked by DCA ISS prior to being reissued.

2. Equipment is properly issued to the next person in line to receive this equipment. All equipment will be first turned in to the APO and returned to the "pool" of equipment. Equipment will then be checked out to the replacement employee from "pool" equipment.

3. Equipment will be completely checked to be sure it is in a serviceable status and that any updates or repairs are made before it is re-issued.

4. That the person turning the equipment in, has their record updated to reflect that the property has been received.

5. The State Logistics Resource Management Network has been updated with the change of issue I. **EQUIPMENT ISSUE PROCEDURES**

The property manager with the assistance of personnel assigned to the equipment unit will issue all property and clothing. The Division Equipment Issue Form (attachment 1) will be used to record the issuance of all clothing and equipment.

1. Blackberries: All Blackberry issues require the approval of the Deputy Director in writing. The first line manager will send an e-mail to the Bureau Chief of their Bureau, who will then forward to the Deputy Director for approval. Please

cc the property manager on all requests. Please understand that just because the person that left this position was authorized a Blackberry does not mean that the next person coming will be authorized one. **The exception to this is activations; during activations the branch director or section chief will request that a blackberry for an individual for temporary use via EM Constellations. The SERT Chief will approve all requests for Blackberries during activations. At the end of the individual activation the Blackberry will need to be returned to the property manager.**

2. Computers: All computer purchases require the approval of the Deputy Director and are ordered and paid for out of the requesting bureaus budget. All specifications for computers are developed by DCA ISS ONLY. Once received the computer will go through DCA ISS for configuration and software installation, DCA ISS will then give it to the property manager to place a decal on, enter it into the State Resource Management Network, and to properly issue to an individual.

3. Cell Phones: All cell phone issues require the approval of the Deputy Director in writing. The first line manager will send an e-mail to the Bureau Chief of their Bureau, who will then forward to the Deputy Director for approval. Please cc the property manager on all requests. Please understand that just because the person that left the position was authorized a cell phone does not mean that the new person coming in will be authorized one as well. **The exception to this is activations; during activations the branch director or section chief will request that a cell phone for an individual for temporary use via EM Constellation. The SERT Chief will approve all requests for cell phones during activations. At the end of the individual activation the cell phones will need to be returned to the property manager. Separate caches of cell phones are designated for Response and Recovery respectfully. These caches will be used during activations for temporary assignments not exceeding 20-days.**

4. Digital Cameras: All digital camera issues require the approval of the Deputy Director in writing. The first line manager will send an e-mail to the Bureau Chief of their Bureau, who will then forward to the Deputy Director for approval. Please cc the property manager on all requests. Please understand that just because the person that left the position was authorized a digital camera does not mean that the new person coming in will be authorized one as well. **The exception to this is activations; during activations the branch director or section chief will request that a digital camera for an individual for temporary use via EM Constellation. The SERT Chief will approve all requests for digital cameras during activations. At the end of the individual activation the digital camera will need to be returned to the property manager.**

5. GPS devices: Temporary assignments: The property manager or a member of the Logistics Section will issue a GPS device to personnel who present an approved Request for Travel Authorization (RTA). The device will be issued using the equipment issue form; the form will be placed in a suspense file to remind the property manager of when it is supposed to be returned. GPS units will be returned upon completion of travel. Once returned the property form will be marked with the date and time the unit was returned.

Permanent assignments of GPS units require the approval of the Deputy Director in writing. The first line manager will send an e-mail to the Bureau Chief of their Bureau, who will then forward to the Deputy Director for approval. Please cc the property manager on all requests. Please understand that just because the person that left the position was authorized a GPS does not mean that the new person coming in will be authorized one as well.

5. All other equipment: This equipment will be issued on an as needed basis; all issues will be accomplished using the equipment issue form.

6. SERT Apparel: During non-activation periods all SERT apparel issues will need the written approval of the Deputy Director. During activations the SERT Chief can approve issues. All issues will be recorded by the name of the person receiving it, size, number of each type of apparel, and date of issue. All requests for apparel issue during activations will be entered into EM Constellations. Specific guidelines exist as to what personnel may be assigned based on their specific mission within the Division. Any exceptions to these guidelines must be approved by the Deputy Director in writing to the APO.

X. PROPERTY INVENTORY

The property manager will conduct a 100% inventory on all division property twice each year. The inventory will verify serial numbers, property numbers, and location of property. This inventory will be conducted during the months of January thru March, and again during October thru December each year. The property manager will work with the bureau chief and section chief to determine the date and time of the inventory. The property manager will also conduct spot checks to ensure that the property is located where it is supposed to be. The property manager will maintain a folder for each division employee, with a record of all property that has been issued to them. Please see below for the month of each section bureau:

1. Response – January and October
2. Preparedness – February and November

3. Recovery – March and December
4. Mitigation – January and October
5. Finance and Administration – March and December
6. State Logistics Response Center – March and November by the SLRC Manager
7. Lake Mary Recovery Office – March and December by the LTRO Property Manager

Vehicle and Trailer Equipment:

All FDEM Vehicles will be inventoried twice each year in January and November. Each vehicle and trailer will have an approved inventory list, approved by the Bureau Chief for Response and the Deputy Director, Copies of these inventories will be kept both in the vehicle or trailer, as well as with the APO and Vehicle Specialist. *(Refer to the FDEM Vehicle Maintenance SOG for additional information)*

The finalized inventory report will be documents and presented to the Logistics Section Chief for review. It will then be presented to Management. Any discrepancies on property must be accounted for. Lost, damaged, or salvaged equipment must be fully documented.

XI: LOST, STOLEN OR DAMAGED EQUIPMENT:

All lost or damaged property must be fully documented. Persons issued equipment, will immediately repost any property that has been lost, stolen or damaged, accompanied by a full report as to the circumstances. Note that replacement of lost, stolen or damaged equipment may not be possible based on the availability of funds.

- Lost and stolen property will be reported to Capitol Police. Every attempt will be made to recovery the property if possible. Note that for some property, an insurance claim may also be required.
- Equipment that has been damaged will photographed and attached to the report by the employee. Damaged equipment will be either repaired or replaced based on the following factors.
 - Service contract or warranty on the item
 - Availability of funds to replace the item

XII. DEPARTMENT OF HOMELAND SECURITY PROPERTY

Property purchased using Department of Homeland Security Grant Funding must follow specific DHS Audit Guidelines. All DHS purchased property will follow the same, issuance, inventorying, and turn procedures as outlined in paragraphs VIII, IX and X. The recording of this property in the State Resource Management Network and the identification of the property will be as follows:

1. The grant year and type of grant funding will be indicated in the State Resource Management Network for each piece of property.
2. Along with the Division property decal, there will also be a label affixed to the property identifying it as being purchased with grant funding.
3. The location of this property will be recorded in the State Resource Management Network and on the equipment issue form.
4. The property manager will work with the DHS grants section to identify this property, and to ensure that the correct grant year and grant funding.
5. All property purchase under DHS funds will undergo the same Audit Inspection process as all other state and local agencies.

XIII: PROPERTY SALVAGE AND DISPOSAL:

Please insert State / DCA property salvage procedures here.