

INTERNAL DOCUMENT

The purpose of this document is to establish guidelines for the method by which each item, or group of items, purchased by the Vermont Department of Corrections (DOC) in a given work area is recorded, tracked, repaired, and/or replaced. Maintaining accurate inventories across the different areas under DOC supervision (facility, field, work camp, etc.) aids in the DOC's goal of operating in the most economical and efficient manner. Specifically, this document:

1. Identifies the areas within the DOC that require a method of controlling and tracking inventory;
2. Provides staff instruction on the various methods of inventory control specific to an area within DOC; and
3. Notifies staff of their duties and responsibilities pertaining to the use of DOC resources.

PROCEDURAL GUIDELINES

1. All DOC staff shall maintain control of any inventory assigned to them. This may include: desk, chair, computer, telephone, etc.
 - a. The Central Business Office shall use the accounting program VISION to maintain inventory of DOC assets, defined as:
 - i. Assets valued greater than \$5,000; and
 - ii. Computers valued greater than \$1,000.
2. All DOC staff shall use supplies in an efficient manner to avoid waste. This shall include:
 - a. Reusing and/or recycling supplies when appropriate;
 - b. New supplies shall only be done by authorized staff; and
 - c. Staff shall obtain supervisor approval before requesting any new supplies.
3. The Director of Finance shall compile an annual fiscal report accounting for the asset inventory of the DOC and shall submit that report to the Department of Finance and Management.
 - a. The Central Business Office shall notify each operational site of the date by which they shall submit their annual inventory of assets to the Central Business Office.
 - b. All District Managers, Facility Business Managers, Field Work Crew Leaders, Vermont Corrections Industries (VCI) Directors, and Work Camp Leaders shall report an inventory of their assets to the Director of Finance.
 - c. The Director of Finance shall compile a complete inventory report and submit it to the Commissioner of Corrections for review and signature.
 - d. The Director of Finance shall submit the signed annual fiscal report to the Department of Finance and Management.
4. All DOC sites shall follow the Department of Building's and General Services' (BGS) guidelines for the disposal of assets ([surplus property](#)).

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FIELD STAFF

1. Each Field Office Site District Manager shall promulgate local procedures for maintaining control of their inventory.
 - a. Local procedures shall:
 - i. Identify a staff member to maintain the inventory of that office;
 - ii. Be approved by the Director of Field Operations;
 - iii. Include all items and assets inventoried; and
 - iv. Be easily accessible for staff to reference.
2. In the event of a Field Office using a third-party storage space, the Field Office shall maintain a complete and accurate inventory of everything stored in that storage space.

FACILITY STAFF

1. Each correctional facility shall promulgate local procedures for maintaining control of its inventory.
 - a. Local procedures shall:
 - i. Identify a staff member to maintain the inventory of that office;
 - ii. Be approved by the Director of Facilities;
 - iii. Include all items inventoried; and
 - iv. Be easily accessible for staff to reference.
2. For security and operational reasons, each Facility shall maintain an inventory of supplies in each of the following areas:
 - a. Security/Operational Equipment (OC, keys, firearms, ammo, restraints, etc.);
 - b. Medical (sharps, medications, etc.); and
 - c. Food (utensils, food, chemicals, etc.).

WORK CAMP STAFF

The DOC currently operates multiple work camp facilities. These facilities are located across the state, and shall be responsible for maintaining their own inventories.

1. Each Work Camp Leader shall report a complete inventory to the Work Crew Foreman Supervisor quarterly.
2. The Work Crew Foreman Supervisor shall maintain an accurate inventory of equipment and supplies for their Work Camp site, as well as accurate inventory of any shared/borrowed equipment between Work Camps.
3. The Work Crew Foreman Supervisors shall provide the Assistant Superintendent at that facility with a complete list of equipment that is permanently stored at that site.
 - a. The Assistant Superintendents shall maintain those inventory reports and shall provide the Director of Finance with a complete inventory annually.
4. In the instance of lost or broken equipment:

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- a. The Work Camp Leader shall report any lost, damaged, or broken equipment to the Work Crew Foreman Supervisor within one business day.
- b. A Work Camp/Crew Equipment: Inventory Repair or Replace form shall be submitted to the Work Crew Foreman Supervisor with any request to repair or replace equipment from a Work Camp site.
 - i. The Work Crew Foreman Supervisor shall make all determinations as to whether equipment shall be repaired, replaced, or no action taken.
 - ii. If possible, repairs of small engine machinery shall be done through the VCI Small Engine Repair Shop.
- c. Requests to borrow equipment from another Work Camp site shall be indicated on the Work Camp/Crew Equipment: Inventory Repair or Replace form.
- d. The Work Crew Foreman Supervisor shall ensure any equipment shared among Work Camp sites is returned to the Work Camp where it belongs.

FIELD WORK CREW STAFF

- 1. The Corrections Field Programs Manager shall maintain an accurate inventory of all Work Crew sites.
- 2. Each Field Office shall promulgate local procedures for maintaining control of its Work Crew inventory.
 - a. Local procedures shall:
 - i. Identify a staff member to maintain the inventory of that crew;
 - ii. Be approved by the Director of Field Operations;
 - iii. Include all items inventoried; and
 - iv. Be easily accessible for staff to reference.
- 2. The Corrections Field Programs Manager shall provide each Work Crew Leader a complete list of equipment that shall be permanently stored at that site.
- 3. Each Work Crew Leader shall report a complete inventory of equipment and supplies to the Corrections Field Programs Manager quarterly.
 - a. The Corrections Field Programs Manager shall provide the Director of Finance with a complete inventory annually.
- 4. In the instance of lost or broken equipment:
 - a. The Work Crew Leader shall report any lost, damaged, or broken equipment to the Corrections Field Programs Manager within one business day.
 - b. The Work Crew Leader shall submit a Work Camp/Crew Equipment: Inventory Repair or Replace form to the Corrections Field Programs Manager with any request to repair or replace equipment from a Work Camp site.
 - i. The Corrections Field Programs Manager shall make all determinations as to whether equipment shall be repaired, replaced, or no action taken.
 - ii. If possible, repairs of small engine machinery shall be done through The Vermont Corrections Industries (VCI) Small Engine Repair Shop.

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VCI STAFF

VCI is an inmate work program operating multiple vocational shops through various correctional facilities in Vermont. While VCI shops operate independently, they are each responsible for maintaining an accurate inventory of their assets, as well as an inventory of any raw materials.

1. Each VCI shop shall promulgate local procedures for maintaining control of their shop inventory.
 - a. Local procedures shall:
 - i. Be created by the VCI Director, Superintendent of the facility where the shop is located, and the Director of Facility Operations. Given the unique nature of the VCI Shops, it is important to have this collaborative input;
 - ii. Be approved by the Director of Facility Operations and the Director of Program Services;
 - iii. Provide a comprehensive inventory of all assets; and
 - iv. Be easily accessible for staff to reference.
2. The Central Business Office shall maintain an inventory for each VCI shop.
3. The Small Engine VCI Shop shall bill the appropriate agency, program, camp, facility, or field site when the VCI Small Engine Repair Shop makes equipment repairs.