

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: Support Services/Personnel	Reference Number: IVO15-0010	Revises Previous Effective Date: 09/01/01
Subject: Repayment for Failure to Return State Issued Property		
Authority: Donald/Owens	Effective Date: 12/15/06	Page 1 of 3

I. POLICY:

Each employee of the Georgia Department of Corrections must be informed and acknowledge his/her understanding that he/she is responsible for the reasonable care, safekeeping and return of any items issued as state property.

II. APPLICABILITY:

All employees who are issued state property of the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

IVA01-0013 Departmental Badges

IV. DEFINITIONS:

State Property: Items issued to employees which enable them to properly perform their assigned job duties. Items include, but are not limited to, uniforms, accessories, firearms, radios, cellular telephones, badges, batons, identification cards, pagers, access cards, vehicles, calculators, computers, modems, etc.

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. AGREEMENT\ACKNOWLEDGMENT STATEMENT

1. Appointing Authorities must ensure the employee reads and signs the Acknowledgment Statement, "Agreement for Use of State Property" paragraph,

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located in the appointment package for a newly hired employee or a transfer in from another State Agency. This agreement will become part of the employee's official Personnel file.

B. RESPONSIBILITY FOR ITEMS ISSUED

1. Each employee is responsible for maintaining all property items issued to them for their use in performing their assigned duties. Therefore, if an employee loses, damages, or destroys any state property that has been issued, the employee is held fully responsible and financially liable for reimbursing the Department for the full cost of the item(s).

NOTE: If an employee loses a weapon, this offense may be grounds for disciplinary action, up to and including dismissal.

2. The Appointing Authority determines who will be held liable for the issued, but missing, items.

C. SEPARATION/JOB CHANGE FROM THE DEPARTMENT

1. Upon separation from employment, or transfer to a position where previously issued state property is no longer required for performing the new job, the employee must return such items, or reimburse the Department for any items which are not returned.
2. If the employee fails to make direct payment for the missing items, when requested by the Appointing Authority the amount owed will be deducted from any monies due the employee. Monies due the employee may include regular salary, outstanding wages, terminal leave pay, travel expense reimbursement, or any other pay. In the event that monies held by the Department are not sufficient to cover the amount owed, the employee remains liable for the debt. In such cases, the Department will take necessary steps to recover the debt.
3. If reimbursement becomes necessary, the Appointing Authority/local personnel office must notify the assigned Central Personnel Administration (CPA) Personnel Technician via e-mail concerning the un-

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recovered item(s) and the associated cost of the disputed items. CPA will then take the deductions, from any monies due the separated employee.

D. PAYMENT FOR MISSING ITEMS

1. Employees may make payment(s) directly to the local personnel office for any missing state property. A repayment schedule should be established and adhered to by the employee, if needed. Payment shall be in the form of a money order made payable to the Georgia Department of Corrections.
2. The local personnel office shall inform the local Business office of the collection of monies. Monies will then be immediately submitted to the Central Accounting Office with a memo outlining the reasons funds were collected.
3. Monies for missing/lost Departmental Security Badges, issued to P.O.S.T. certified employees must be remitted directly to Care and Custody.