

	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.02.03
		SUPERSEDES (Policy No. & Date): 493.02.03 of September 04, 1985	
	SUBJECT: EQUIPMENT AND PROPERTY INVENTORY		Page 1 of 2

1.0 PURPOSE

To provide equipment and property inventory control.

2.0 SCOPE

This policy applies to all facilities within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

References

- a. Chapter 106-1, Hawaii Revised Statutes, mandating that each Department of the State file by September 15th of each year, a written inventory report of all property and supplies under its control.
- b. Director's Memorandum No. 41, August 12, 1968, relating to physical inventory.

4.0 POLICY

- .1 Each branch shall conduct a complete and actual physical inventory of all property and supplies under its jurisdiction and submit reports to the division office by September 10th of each year.
- .2 The Branch Administrator may delegate the responsibility of conducting the inventory to the branch section heads.
- .3 Section heads shall hold each unit supervisor responsible for the control of the assigned equipment and for maintaining of a continuous physical inventory of property within the unit.

5.0 PROCEDURES

N/A

NOT CONFIDENTIAL

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APPROVAL RECOMMENDED:

Stratton JAN 01 2024
Deputy Director for Corrections Date

APPROVED:

26 JAN 01 2024
DIRECTOR Date

NOT CONFIDENTIAL