

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 730
(Replaces A.D. No. 730 dated 5/11/06)

Effective Date: May 15, 2007

SUBJECT: SAFEGUARDING & CONTROL OF STATE AND PERSONAL PROPERTY

I. PURPOSE

Property accounting procedures are designed to maintain an account of the state's investment in major property and to control certain expendable property.

II. AUTHORITY

In accordance with the State Administrative Manual (SAM) Section 8600.

III. POLICY

Provide accurate records for acquisition, maintenance, control, and disposition of property. The combination of accurate accounting records and strong internal controls, as set forth in the Coalinga State Hospital Policies and Procedures, to protect against and detect the unauthorized use of State property.

A. Definitions:

1. Major property and/or equipment is defined as having a useful life of four or more years, an identity which does not change with use, a nature that makes formal accountability practical, and a unit cost of \$5,000.00 or more.
2. Expendable equipment is defined as having the characteristics of equipment but having a unit cost of \$250.00 or more, but less than \$5,000.00.
3. Sensitive Equipment will be defined and tracked at the discretion of the department head when ordered by the department.

IV. METHOD

A. Accountability:

1. Hospital property is assigned to specific areas of the hospital. The number of areas is determined as necessary to provide for reasonable control of the property.

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2. Managers are responsible for equipment assigned to their areas. While day-to-day supervision of the property might be assigned to a “property custodian”, the manager has the responsibility of the property in his/her area. Managers shall provide the Property Controller I/II with a list of their area’s assigned property custodians.
3. Request repairs for damaged property as follows:
 - a. Office Machines, Medical Equipment and Furniture: Contact the Property Controller I/II, who will determine the necessary action.
 - b. Computers and Related Equipment: Contact Information Technology, who will determine the necessary action.
 - c. Modular Furniture and Building/Structural Repair: Submit a Work Request to Plant Operations.
4. Be responsible for the reassignment (when appropriate) of property within their area of responsibility.
5. Report any problems or changes of location to the Property Controller I/II, immediately.

B. Disposition of Property:

When an item of equipment is no longer needed by an area or is not repairable, the property custodian shall prepare a “Request for Survey of Equipment” Form (CSH 003). The form shall be sent to the Property Controller I/II for action, and the Property Controller I/II shall arrange pickup of the item. The Property Controller I/II shall also make an initial appraisal of the item to determine the potential for reuse. The items shall be submitted to the Property Survey Board for action.

C. Equipment Inventories:

A complete inventory of equipment must be taken at least once every three years to comply with SAM 8632 – Property Inventory requirements. In order to accomplish this, the Property Controller I/II will periodically schedule an inventory of equipment items. It may be hospital-wide or for selected areas. The general procedure that shall be followed is:

1. Areas will be selected and notified of the inventory.
2. A timetable for completion will be established.
3. A current listing of the areas' equipment will be given to the assigned area’s property custodian for verification.

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4. Verification means:
 - a. Yes, the item is still on hand.
 - b. No, the item was transferred to another location or otherwise disposed.
 - c. There are items on hand but not on the listing and need to be added.
5. On completion of the inventory, the listing will be returned to the Property Controller I/II for reconciliation with his/her records.

D. Acquisition of Equipment:

1. Each manager is responsible for determining the equipment needs for their department. If it is determined that there is a need for an item of major equipment, the manager should first check with the Property Controller I/II to see if we have the item on hand. If we have the item, a property order form for the item should be sent to the Property Controller I/II for action. If the item is not on hand, it must be requested through the budget process.
 - a. Each year, department/program managers are requested to submit to the Accounting Administrator, equipment items that will be needed in their area for the next fiscal year. The Accounting Administrator assembles a listing of the equipment request.
 - b. When the budget is implemented and the allocation is made for equipment, the list of requests is presented to the Executive Committee for review and approval. The Executive Committee determines which items can be purchased based on money available and hospital needs.
 - c. When the budget is ready to be implemented, the Accounting Administrator will advise managers of the approved items. The Accounting Administrator will request each manager to provide a requisition for purchase, and the normal purchasing process will be followed to obtain the items. Requests for substitution may be considered, provided there is sufficient justification. Such requests should be sent to the Accounting Administrator for review and recommended action.

E. Movement of Property:

1. All property upon entering or leaving the hospital grounds or passing through the sallyports is subject to inspection and movement authorization.

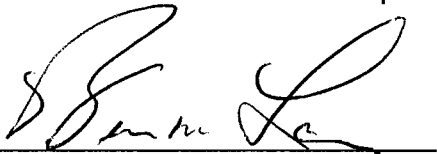
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2. The Information Technology Director must authorize any relocation of computers and/or computer-related equipment (including software) prior to relocation. The Property Controller I/II is to be notified by the Information Technology Department.
 3. Relocation of any property from one location to another within the hospital must be immediately reported to the Property Controller I/II.
 4. All electrical appliances, state or personal, must be U/L approved. Under no circumstances will cord plug adapters, either a 3-prong or 2-prong, be allowed in the hospital. Questionable items will be referred to the Electrical Department for disposition/clearance.
- F. Control: The Hospital Police Services Department, on the authority of the Hospital Administrator, allows the movement of property under the following conditions.
1. State Property Movement through Sallyports:
 - a. Equipment and material necessary for the maintenance and operation of the hospital and under the control of an employee will be allowed when such movement complies with all contraband measures.
 - b. Trash and garbage being removed from inside the hospital shall be supervised by an assigned employee and undergo a search by that employee.
 - c. Canteen merchandise (when merchandise complies with item a. above).
 2. State Property Leaving the Hospital Grounds:
 - a. Building materials and Plant Operation tools shall not leave the grounds unless approved by the Chief of Plant Operations, and reported to the Property Controller I/II.
 - b. Computers and related equipment (including software), except assigned laptop computers, must be authorized by the Information Technology Director prior to leaving the hospital grounds, and must be reported to the Property Controller I/II. This equipment may only be used for state business.
 - c. All other state property must be authorized by the Hospital Administrator and must be reported to the Property Controller I/II.

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3. Personal Property:

- a. Employees are requested not to bring personal property to the hospital. When it is absolutely necessary to do so, prior approval of the employee's Department Head shall be obtained on Form CSH 004. This clearance is surrendered at the main sallyport at the time the property is brought inside. The clearance will remain on file until the property is permanently removed from the hospital.
- b. It may be a reasonable accommodation to permit an individual with a disability to provide and utilize personal equipment or aids. Use of personal assistance devices or aids shall be cleared through the Reasonable Accommodation process.
- c. The use of personal property may be useful, but the responsibility for it remains with the employee. The hospital and state cannot be held liable for the loss, theft, or damage of any employee-owned property.
- d. All computers and related equipment (including software) must be cleared through the Information Technology Director prior to entering or leaving the hospital.
- e. All recording devices and cameras shall be cleared through the Public Relations Officer by memorandum. This clearance will be surrendered to Police Services at the time the property is brought into the hospital. The clearance will remain on file until the property is permanently removed from the hospital.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):
A.D. No. 818 Contraband