

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 2</b></p> <p><b>Procedure 2.01.08</b></p>	<p><b>Date Revised: Replaces 9.1.1.8, 4/16/01</b></p>
<p><b>Chapter Title ADMINISTRATION, MANAGEMENT</b></p>		<p><b>Date of Issue 4/03/2012</b></p>
<p><b>Subject OFFICE SERVICES RELEASE AND RECEIPT OF SURPLUS STATE PROPERTY</b></p>		<p><b>Effective Date 4/17/2012 <b>PUBLIC</b></b></p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to set forth procedures for the release of surplus State property.

III. APPLICABILITY

Applies to all operating locations under the jurisdiction of the Board.

IV. DEFINITIONS

Surplus State Property: A substitute term for “unserviceable property” as used in Section 510 of the Administrative Code of 1929. The term includes only articles purchased with funds of or in the control of the Commonwealth.

Agency Property Control Officer: An individual appointed by the head of an agency to coordinate surplus property activities within an agency and with the Department of General Services.

Office Program Supervisor: An individual(s) appointed at each field office or office site as designee(s) to coordinate surplus property activities with the Agency Property Control Officer.

V. POLICY

None Applicable

VI. PROCEDURE

- A. The Agency Property Control Officer in Central Office within the **Office Services Division** will coordinate surplus property activities with the Department of General Services.
1. **The online Property Disposition Report is to be used to report surplus property. The report can be found on the Department of General Services website - [www.dgs.state.pa.us](http://www.dgs.state.pa.us). Separate reports are not required for like condition items.**
  2. **Online Property Disposition Reports are to be completed by the Office Program Supervisor and/or Regional Administrative Officer. All reports are electronically forwarded directly to the Agency Property Control Officer in the Office Services Division.**
  3. **The Agency Property Control Officer will review and approve all online Property Disposition Reports and forward them to the Bureau of Supplies and Surplus Operations, State Surplus Property Division, Department of General Services.**
  4. **The State Surplus Property Division will review the online Property Disposition Report and provide the Office Program Supervisor and the Agency Property Control Office disposition instructions electronically.**
  5. **The Office Program Supervisor and/or Regional Administrative Officer will ensure that field staff disposes of property per disposition instructions.**
  6. **It is the responsibility of the employee and the designated Office Program Supervisor surrendering the property to ensure that all agency material and other remaining items are removed from the property being sent to surplus before it leaves the site.**

#### VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

#### VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

#### IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

#### X. CROSS REFERENCES

- A. [www.dgs.state.pa.us](http://www.dgs.state.pa.us) "Surplus Property Program," "State Surplus Property Report Disposition System User Manual"
- B. SYM009, Commonwealth of Pennsylvania Data Cleansing Policy, Issued 11/25/09, Revised 12/20/10