
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Acquisition and Disposition of Surplus Property</p>		<p>NO. 3173</p> <p>DATE 03/11/2020</p>
<p>SUPERSEDES</p> <p>DIR# 3173 Dtd 11/22/16</p>	<p>DISTRIBUTION</p> <p>A</p>	<p>PAGES</p> <p>PAGE 1 OF 3</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>NYS Ethics Law; Directives #2810, #3050, #4907, #4930; HSPM 4.05</p>		<p>APPROVING AUTHORITY</p> 	

I. **POLICY:** This directive provides guidelines for acquisition and disposition of surplus equipment and supplies. Please note the following specific disposition protocols:

- For **Approved Firearms and Related Equipment** (see Directive #4907, "Approved Firearms and Related Equipment").
- For **Acquisition or Disposition of Surplus Tools** – OGS Form CS-201 must be submitted to the Division of Support Operations (see Directive #4930, "Tool Control" for additional directions).
- For **Disposition of Expended Ammunition Cartridges (brass)** – OGS Form CS-201 must be submitted to Support Operations to include: Type of ammunition and weight (if weight can be determined in advance).
- For **Disposition of Security Uniform Items** – OGS Form CS-201 must be submitted to Support Operations. Raincoats and brass are to be submitted separate from other uniform items.
- For **Disposition of Electronic Equipment (E-Waste)** – OGS Form CS-201 must be submitted to Support Operations to include all identifying information (make/model, serial number) and condition, along with a scanned photograph of the item(s).
- For **Disposition of X-Ray Film** – OGS Form CS-201 must be forwarded to Support Operations (please refer to Health Services Policy & Procedure Manual Item 4.05, "Inmate Imaging Records," and Directive #3050, "Waste Reduction & Recycling Program").
- State Owned Surplus Property: State owned surplus property is generally available at no cost; however, some special fund items may require a negotiated price.

State owned surplus property transactions, both acquisition and disposal, are processed by the NYS Office of General Services (OGS), Bureau of Surplus Personal Property Disposition (BSPPD). All State surplus property transactions must be routed through the Division of Support Operations.

NOTE: Information regarding the OGS Federal Surplus Program is available at: <https://ogs.ny.gov/federal-surplus-property-program.pdf>. However, DOCCS is not eligible to participate in the program at this time.

II. PROCEDURES

A. Acquisition of State Surplus Property

1. Facility Deputy Superintendent for Administration (DSA)/Steward: Contacts the Division of Support Operations via e-mail (SupportOps@doccs.ny.gov), with request for a specific item that might be available as surplus.

2. Division of Support Operations
 - a. Reviews recent submissions of DOCCS' surplus to determine availability and requests that the OGS Surplus Property Unit advise Support Operations of the possibility of the requested item being available from other agencies; and
 - b. Advises facility Steward of availability or non-availability; if available, advises Steward of contact person who is custodian of desired surplus.
 3. Releasing Facility Steward or Designee
 - a. Makes contact with the custodian and determines if the surplus item is acceptable for the intended application. If applicable, the SDS (Safety Data Sheet) should accompany the item. Additionally, the operating manual, spare parts, belts, hoses, etc., and the repair and preventive maintenance records from the MP2 system should also accompany the item; and
 - b. Notifies Support Operations of acceptability/non-acceptability.
 4. Support Operations
 - a. Advises the DOCCS facility or OGS Surplus Property Unit, whichever is applicable, to arrange for transfer; and
 - b. If DOCCS facility, advises the releasing facility Steward to release the desired item(s).
 5. Releasing Facility Steward: Arranges for the release of surplus and obtains a storehouse receipt when item(s) is picked up. If arrangements for public transportation are made, a receipt is requested by mail from the receiving facility.
 6. Support Operations: If other than DOCCS, advises OGS Surplus Property Unit of acceptability of surplus offering.
 7. OGS Surplus Property Unit: Notifies the facility Steward and releasing agency with the proper form of the transfer authorization.
 8. Facility Steward: Arranges for the transport of surplus item(s) with the releasing agency.
- B. Disposition of Surplus Property: (This section does not apply to disposition of surplus firearms. Refer to Directive #4907 for disposition procedures.)
1. Originating Unit: Determines item(s) to be declared surplus and reports same in writing to the facility Steward.
 2. Facility Steward:
 - a. Completes "Report of Surplus Property," OGS Form CS-201 or CS-201.1, in its entirety, segregating items into groups by commodity type and condition. These forms are available on the OGS website at:
http://ogs.ny.gov/system/files/documents/2019/11/report_surplus_personal_property_cs-201.pdf.
 - b. Vehicles and motorized equipment: Uses OGS Form CS-201.1. Forwards form(s), including two pictures (front, side) showing the condition of the vehicle and indicating whether the vehicle is or is not operational, and the facility vehicle file to the Division of Support Operations.

NOTE: Local Disposition Authorization (LDA) is rarely granted for vehicles, regardless of condition. Indicate the State ID number as the plate number, not the facility ID number.

- c. All other equipment, including security uniform items, x-ray film, electronic waste, and spent ammunition: Complete OGS [Form CS-201](#) and forwards to Support Operations. Include photos indicating the condition of the equipment and if it is operational.
 - d. Support Operations will determine whether to have the facility Steward offer up with in DOCCS. If there are any takers, the custodial Steward will notify Support Operations.
 - e. If no facilities are interested in acquiring the surplus item or if it is decided the items are of no use, Support Operations will issue the DOCCS disposition of surplus, grant an LDA, or forward to OGS for processing.
 - f. The Steward shall maintain accurate records of all locally disposed property. DOCCS employees are not eligible to purchase any items declared surplus by a facility through the LDA. However, subject to the general requirements of the New York State Ethics Law, an employee may purchase DOCCS surplus property which is made available to the public through OGS, unless the employee is bidding on surplus property originating from the employee's facility or work unit. Employees of the Division of Support Operations are not eligible to purchase any surplus property offered for sale which was made available through the Division of Support Operations.
3. OGS Surplus Property Unit
- a. Items sent to OGS for processing are first offered to other state agencies.
 - b. If after 7 calendar days of intranet posting there are no takers, the items are then offered to NYS local municipalities for an additional period of 7 calendar days.
 - c. If after this period there are no takers, the items are offered on an online e-Bay auction or physical auction.
 - d. OGS will notify the Division of Support Operations and the facility of the winning bid. In the event there are no takers either by another State Agency, NYS Local Municipality, or public auction, OGS will issue an LDA, which is forwarded to both the facility and Support Operations.
4. All equipment over the \$40,000 threshold that is: disposed of, transferred to another site, or acquired; must be updated in the State Financial System (SFS) Fixed Asset Management System accordingly.