


Chapter:	Finance	Classification:	Public Document
Subject:	Maintenance of Inventory		
For:	Correctional Services	 Authorized by Executive Director	

1. Policy

- 1.1 All Correctional Services offices and facilities will establish and maintain accurate inventories of all equipment and furnishings required to meet the operational requirements of the office or facility.

2. Definition

- 2.1 **Inventory:** Includes desks, chairs, tables, bookcases, pictures, coat racks, electronic devices (included but not limited to computers, printers, phones, cameras, dictating machines), filing and storage cabinets, duplicating machines, tools, etc. Does not include consumable items such as food or stationery supplies.
- 2.2 **High priced items:** Any equipment over \$10,000 in value, such as parcel x-ray scanners, narcotic detection scanners, body scanners, and vehicles.


3. Responsibility

- 3.1 It is the responsibility of the superintendent, senior probation officer and director to ensure that
- 3.1.1 current inventory lists are maintained
 - 3.1.2 high priced items are added to the Province's insurance schedule as a rider by contacting Risk and Insurance
 - 3.1.3 all furnishings and equipment are maintained in proper working order
 - 3.1.4 the office has sufficient supplies to meet its operational requirements

4. Repairs to High Priced Equipment

- 4.1 Where any repairs for high priced items are required, the superintendent, senior probation officer, and director or designate will
- 4.1.1 contact Risk and Insurance, prior to shipping the item to the repair vendor, to ensure the item is included on the Province's Insurance

Page 1 of 3	Dated Issued: April 15, 2011 Date of Last Revision: April 16, 2018 Current Revision Date: March 1, 2022	Subject No. 9.01.00
-------------	---	---------------------

Chapter:	Finance	Classification:	Public Document
Subject:	Maintenance of Inventory		
For:	Correctional Services	 Authorized by Executive Director	

Schedule as a rider

4.1.2 ensure appropriate shipping container is available to provide adequate protection of the item being shipped

5. Repairs to Inventory Under Warranty or Lease

- 5.1 Where repairs to inventory or equipment under warranty or service contract are required, the superintendent, senior probation officer, director or designate will contact the local service representative directly for immediate repairs of the equipment.
- 5.2 If leased equipment breaks down or malfunctions, the superintendent, senior probation officer, director or designate is responsible for contacting the leaser for the repair or replacement of these items.
- 5.3 If there are hidden or unexpected costs over \$5,000, the estimate should be forwarded to the director for authorization.


6. Other Equipment Repairs

- 6.1 An estimate of repair costs will be received prior to any work being completed on equipment that is not covered under Section 5 above. Cost repairs will be processed as follows: estimated costs
 - 6.1.1 under \$2,500, the funds will be disbursed through a Government Purchasing Credit Card or a Department Purchase Order
 - 6.1.2 over \$2,500, three (3) repair cost estimates will be submitted as needed
 - 6.1.3 more than \$5,000, forwarded to the director for approval

7. Receipt for Repairs

- 7.1 A receipt will be obtained for all expenditures for repairs to equipment or furniture.

Page 2 of 3	Dated Issued: April 15, 2011 Date of Last Revision: April 16, 2018 Current Revision Date: March 1, 2022	Subject No. 9.01.00
-------------	---	---------------------

Chapter:	Finance	Classification:	Public Document
Subject:	Maintenance of Inventory		
For:	Correctional Services	 Authorized by Executive Director	

7.2 Receipts for repairs will be processed as per normal Government Purchasing Credit Card or Department Purchase Order procedures.

8. Inventory Replacement

8.1 Request for replacement and/or acquisition of equipment/furnishings will be made in writing and forwarded to the director. The request will address the rationale and need for replacement or acquisition of the requested items. If request is over \$5,000, ministerial approval is required.

8.2 Where essential pieces of equipment are required to be replaced immediately for operational efficiency, telephone authorization will be sought from the director. A follow-up exchange of correspondence confirming the need is required.

8.3 Inventory may not be disposed of without authorization of the superintendent, senior probation officer or director/designate. Articles authorized for disposal will be indicated in writing and forwarded to the appropriate personnel at Surplus, Public Works Department. The memorandum will include the following information

- 8.3.1 tag number
- 8.3.2 position number
- 8.3.3 serial number
- 8.3.4 condition

8.4 Surplus items are not to be shipped or destroyed until final approval is provided. Upon receipt of the list, Surplus will attempt to relocate the item(s) under condition "4" (reusable) elsewhere within government. If successful, Surplus will arrange for the transfer of the item(s) to the new location. When no relocation can be found or if items are listed as condition "5" (unusable), the items will be shipped to Surplus, Internal Services Department.

Page 3 of 3	Dated Issued: April 15, 2011 Date of Last Revision: April 16, 2018 Current Revision Date: March 1, 2022	Subject No. 9.01.00
-------------	---	---------------------