



**SUBJECT:** Inspections, Audits, and Qualitative Reviews of Department Work Sites

**TO:** Members of the Department

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## 26.1 INSPECTIONS AND QUALITATIVE REVIEWS OF DEPARTMENT WORK SITES

### 26.1.1. INSPECTION FREQUENCY AND PROCEDURES

#### A. District/Division Annual Work Site Inspections

- (1) District and division commanders, or their designee, shall inspect each work site, including all teams, units, and sections under their command, once each calendar year. The inspection shall be no sooner than 10 months and no later than 14 months from the previous inspection. It shall be the responsibility of the bureau commander, or his or her designee, to inspect work sites that do not report to a district or division.
- (2) Each year, district and division commanders shall create a schedule of inspections to be conducted within their district/division.
  - a. District and division commanders shall submit their annual work site inspection schedule to the Professional Standards Section, with a copy to their bureau commander, no later than January 1 of each year.
  - b. Work site commanders shall be notified of the scheduled inspection date for their work site once the district/division schedule has been submitted.
  - c. If changes to the schedule are necessary after January 1, district/division commanders shall notify their bureau commander and the Professional Standards Section prior to the date the affected inspection was scheduled to begin.
- (3) District/division annual inspections shall be comprehensive reviews of all applicable areas of the Work Site Inspection Report, EX-076, and shall be conducted in accordance with the Work Site Inspection Manual.
- (4) Work site inspections shall be completed within 15 days once the inspection has begun. Requests for extensions shall be approved by the bureau commander and Professional Standards shall be notified.

B. District/Division Partial, Follow-up, or Additional Inspections

- (1) District and division commanders, or their designees, may conduct inspections in addition to the annual inspection when deemed necessary to ensure efficient or appropriate operation of their subordinate work sites.
  - a. Prior to beginning any additional inspection, district and division commanders shall notify their bureau commander and the Professional Standards Section of the date(s) of the inspection and the topics to be inspected.
  - b. Except for unannounced inspections, the commander of the inspected work site shall be notified of the additional inspection at least five days prior to the beginning of the inspection.
  - c. Unannounced inspections shall only be scheduled and conducted with the prior approval of the bureau commander.
- (2) Additional inspections, including those conducted to follow-up on previous inspections, shall be documented on a Work Site Inspection Report, EX-076, separate from the report submitted for the work site's annual inspection.
  - a. Additional inspections may include all topic areas in the Work Site Inspection Report, EX-076, or any number of topics selected by the district/division or bureau commander.
  - b. All topic areas inspected shall be inspected in accordance with the Work Site Inspection Manual.
  - c. Work Site Inspection Reports, EX-076, documenting additional inspections shall include information regarding whether there was improvement in the inspected topics since the annual inspection.

C. Inspection Teams

- (1) District and division inspections shall be conducted by teams consisting of the district/division commander and/or the district/division assistant commander, and any number of subordinate members assigned by the district/division commander, subject to the provisions of this Order.
- (2) District and division commanders shall ensure all personnel participating in work site inspections are familiar with the rating system thresholds and overall inspection process for each topic area. Those conducting inspections shall have either attended inspection process training or have contacted the Professional Standards Section for guidance and direction on the inspection process.
- (3) District and division commanders may assign any of their subordinate commanders or managers at the 14 level or higher to work site inspection teams.
- (4) Sergeants or detective sergeants may be assigned to inspection teams if all of the following conditions are met:
  - a. The use of sergeants or detective sergeants has been approved by the bureau commander.

- b. The sergeant or detective sergeant has been trained in the inspection process by the Professional Standards Section.
  - c. Sergeants and detective sergeants shall only inspect topic areas under the direct supervision of a commander or manager. The role of the sergeant or detective sergeant shall be to assist with the inspection, and they shall not be the primary inspecting officer for any topic area.
- (5) All personnel participating in the completion of work site inspections shall be identified on the EX-076, and each individual's rank/title and name shall be listed in the "inspected by" section of the form for each category inspected by that person.

D. Equipment Records

- (1) District and division commanders shall ensure that their subordinate work sites are completing the UD-098 Equipment Checklist, UD-099 Firearms Checklist, and UD-024 Vehicle Inspection Slip, as required by the Work Site Inspection Manual.
- (2) Bureau or district/division commanders may require their subordinate work sites to use the appropriate Frontline Work Site Inspection Report (EX-076a, EX-076b, EX-076c) when deemed necessary to the efficient operation of the work sites. Use of these forms may be documented in the EX-076.

E. Property Audits

- (1) District and division commanders shall ensure their subordinate work sites are completing semi-annual property audits of all property recorded in the records management system, as well as all property recorded on UD-14, Property Report/Receipt forms. Audits shall be conducted with a minimum separation of four months between audits. The property audit conducted by district/division command as a part of the yearly inspection process can count as one of the two required audits.
- (2) District and division commanders shall ensure their subordinate work sites have documented the property audits in the records management system and that all property has been accounted for. Audits of property recorded on UD-14 forms shall be indicated by initialing the upper right corner of the UD-14.

F. Feedback Surveys

- (1) Two weeks prior to the district/division annual work site inspection; the work site commander shall make notification to all work site personnel requesting they complete a feedback survey as part of the work site inspection process.
  - a. Work site commanders and shift supervisors are required to complete a feedback survey. All other work site personnel are encouraged to complete the feedback survey as well.
  - b. The feedback survey can be found on the MSP Intranet Menu under Manuals on the Brochures, Contracts and Manuals webpage.
- (2) District and division commanders should address problems identified in the feedback surveys during the work site inspection.

## 26.1.2. INSPECTION REPORTING

### A. Work Site Inspection Report, EX-076

- (1) With the exception of the Forensic Science Division and the Biometrics and Identification Division, each inspection shall be documented on the Work Site Inspection Report, EX-076, with each applicable category completed.
- (2) The summary and comments sections of the EX-076 shall be completed with sufficient detail to enable the reader to identify what was inspected, what observations were made by the inspecting members, and whether the work site was operating in accordance with department policy. A "NO" rating shall be supported with sufficient detail to enable the work site commander to correct the deficiency found.
- (3) The EX-076 shall be completed electronically within 15 days of the scheduled completion date of the inspection. Upon completion, district/division commanders shall submit copies of the EX-076 to each of the following, with a copy maintained at district/division headquarters:
  - a. The bureau commander
  - b. The Professional Standards Section
  - c. The commander of the inspected work site

### B. Corrective Action Required (CAR) Ratings

- (1) The district/division commander shall require the work site commander of the inspected work site to complete a Work Site Inspection Corrective Action Report, EX-077, after each inspection in which a work site received a NO/CAR rating.
  - a. The district/division commander shall assign a due date for the EX-077 that is between 15 and 45 days from the date the EX-076 was submitted to their bureau, and that date shall be recorded on the EX-076 at the time of submission.
  - b. The due date assigned shall permit the work site commander a reasonable amount of time to take corrective action.
  - c. The work site commander shall take corrective action for each NO/CAR rating, document their actions on the EX-077, and submit the EX-077 to their district/division commander on or before the deadline. Comments for each CAR rating are required in each field except the "Additional Work Site Commander Comments" field.
- (2) The district/division commander shall review the EX-077 and, within 10 days of receipt, submit it to their bureau commander and the Professional Standards Section.

### C. Corrected During Inspection (CDI) Ratings

For any category receiving a NO/CDI rating, the person inspecting that category shall describe the deficiency and corrective action taken by the work site commander in the comments section of the EX-076.

D. Deadline Extensions

Requests for extending the deadlines for submission of EX-076 and EX-077 forms may be granted by the bureau commander. Requests for extensions shall be submitted by the district/division commander and shall include the reason and extension date requested. The bureau commander will forward a copy of extension requests, along with their decisions, to the Professional Standards Section.

E. Bureau Review Responsibilities

It shall be the responsibility of the bureau commander to review all completed Work Site Inspection Reports, EX-076, and Work Site Inspection Corrective Action Reports, EX-077, for their respective district/divisions and take corrective action where necessary. The bureau commander shall review each within 30 days upon receipt from the district/division commander.

26.1.3. HEADQUARTERS RESPONSIBILITIES

A. Headquarters Inspections

- (1) The Professional Standards Section is responsible for conducting Headquarters-level work site inspections independent of districts and divisions.
- (2) Headquarters inspections will generally be classified as one of the following three types:
  - a. Full Inspections  
An inspection in which all or a majority of the EX-076 inspection categories are inspected.
  - b. Partial Inspections  
An inspection in which a portion of the EX-076 inspection categories are inspected, with a special emphasis placed on high risk areas.
  - c. Re-inspection  
A re-inspection of a sampling of the EX-076 inspection categories previously inspected by the district/division to ensure the proper conduct and documentation of prior inspections.
- (3) Headquarters inspections shall be documented on the EX-076 or reported using an alternate method when appropriate.
- (4) The EX-077 is not required for all Headquarters inspections, but work site commanders shall complete and submit the form when requested by the Professional Standards Section.

B. Additional Responsibilities of the Professional Standards Section

(1) Program Management

The Professional Standards Section is responsible for overall management of the inspection program in consultation with bureau commanders; for monitoring all district/division work site inspections to ensure compliance with inspection procedures and submission requirements; and for assisting those who have questions about the inspection process.

(2) District/Division Support

The Professional Standards Section shall assist district/division commanders with gathering pre-inspection records maintained at the Headquarters level, including - equipment inventories and survey responses.

(3) Records Maintenance

Official records of department work site inspections are those maintained by the Professional Standards Section.

26.1.4. FORENSIC SCIENCE/BIOMETRICS AND IDENTIFICATION INSPECTIONS

- A. The Forensic Science Division and the Biometrics and Identification Division shall conduct their inspections and reviews in accordance with the standards established by the American Society of Crime Laboratory Directors (ASCLD) in order to meet accreditation requirements. The inspections and reviews shall be reported on the Forensic Science Division Laboratory Inspection Form, FS-61.
- B. The FS-61 shall be processed electronically with one copy forwarded to the division's bureau commander, one maintained at division headquarters, one forwarded to the work site commander, and one forwarded to the Professional Standards Section.
- C. Division-specific categories shall be inspected in accordance with quality assurance manuals or procedures adopted by the division commander. Non-division specific categories shall be inspected to ensure they meet the department-wide standards established in the Work Site Inspection Manual.

**26.2 INTERNAL AUDIT**

Executive Order 2007-32 transferred the internal audit function of all state agencies to the Department of Technology, Management and Budget, Office of Internal Audit Services (OIAS).

**26.3 AUDITS PERFORMED BY THE OFFICE OF THE AUDITOR GENERAL (OAG) OR THE DEPARTMENT OF TECHNOLOGY, MANAGEMENT, AND BUDGET, OFFICE OF INTERNAL AUDIT SERVICES (OIAS)**

26.3.1. NOTIFICATION

- A. When the Office of the Auditor General (OAG) or the Department of Technology, Management, and Budget Office of Internal Audit Services (OIAS), determines that an audit of a department work unit will be conducted, the OAG or OIAS will contact the department's Internal Control Coordinator to schedule an entrance meeting.

- B. The Internal Control Coordinator shall then contact the affected division to arrange an entrance meeting involving appropriate division and department representatives.
- C. A representative of the affected division shall be appointed to act as liaison with the OAG or OIAS staff during the course of the audit. Appropriate office space shall be assigned to the OAG or OIAS audit staff.

#### 26.3.2. AUDIT

- A. Working through the division liaison and the Internal Control Coordinator, the OAG or OIAS will conduct field work in support of the audit.
- B. The OAG or OIAS will arrange a field exit meeting involving the division audited, Internal Control Coordinator, and other appropriate department representatives to discuss tentative findings and recommendations.
- C. The OAG or OIAS typically issues a preliminary audit report within 60 days of the field exit meeting.

#### 26.3.3. DEPARTMENT'S RESPONSE TO THE OAG OR OIAS AUDIT

- A. The department's Internal Control Coordinator submits (if required) the "OAG Executive Digest" (a synopsis of the preliminary audit report) to the Governor's Office.
- B. The audited division prepares the department's proposed response to each audit finding and recommendation and submits it to the Internal Control Coordinator for review. This submission is to represent the department's position.
- C. The Internal Control Coordinator submits the department's proposed response to the audited division's director for review and approval, with a copy to the audited division's bureau director and to the Budget and Financial Services Division director if budgetary support is necessary.
- D. The department's response shall indicate whether an audit conference is requested to discuss remaining areas of concern. If an audit conference is needed, the Internal Control Coordinator shall make the arrangements in conjunction with the OAG or OIAS.

#### 26.3.4. SUBMISSION OF DEPARTMENT'S RESPONSE

- A. The Internal Control Coordinator shall submit the reviewed and approved response to the OAG or OIAS.
- B. The OAG or OIAS will then issue the final audit report, incorporating the department's response.

#### 26.3.5. PLAN TO ADDRESS AUDIT FINDINGS AND RECOMMENDATIONS

- A. Within 60 calendar days of the issuance of the finalized audit report by the OAG or OIAS, the audited division shall prepare an audit summary and preliminary plan which address the audit findings and recommendations in a prescribed format. In the audit summary, the response shall be classified as either:
  - (1) Agree and have implemented
  - (2) Agree and will comply

- (3) Agree but compliance requires budgetary support
- (4) Disagree

Target dates for compliance with recommendations agreeable to the department shall be included in the audit summary and preliminary plan.

- B. The Internal Control Coordinator submits the audit summary and preliminary plan to the audited division's director for review and approval, with a copy to the audited division's bureau director and the Budget and Financial Services Division director if budgetary support is necessary.

**26.3.6. SUBMISSION TO DEPARTMENT OF TECHNOLOGY, MANAGEMENT, AND BUDGET, OFFICE OF INTERNAL AUDIT SERVICES**

- A. The Internal Control Coordinator shall submit the reviewed and approved preliminary plan to the OIAS.
- B. The OIAS will then review the department's preliminary plan and provide direction in resolving any differences between the OAG's or OIAS's recommendations and the department's preliminary plan.

If there are no differences, the OIAS will notify the department that the final plan may be submitted to the OAG or OIAS.

- C. The Internal Control Coordinator shall follow up with the division audited on any OIAS direction dealing with differences between the OAG's or OIAS's recommendations and the department's preliminary plan. If there are changes to be made to the preliminary plan, the division audited shall prepare that portion of the final plan addressing the changes.

Changes shall be submitted using the same process as identified in Section 26.3.5 above.

- D. The Internal Control Coordinator shall submit the reviewed and approved final plan that addresses any audit findings to the OIAS.

Reference: "State of Michigan, Financial Management Guide (Part VII, Chapters 3 and 4)

**26.4 INVENTORY OF TAGGED EQUIPMENT AND PROPERTY HELD BY THE DEPARTMENT AND DISPOSAL OF SURPLUS STATE PERSONAL PROPERTY AND EQUIPMENT**

Equipment valued over \$5,000 and certain items of lesser value (such as forfeitures) shall be identified by Michigan State Police inventory tags and listed as part of the work unit capitalized equipment (fixed asset) inventory of items. The Resource Management Unit of the Grants and Community Services Division shall issue numbered tags for the equipment and maintain inventory records. On work unit change of command, an inventory shall be taken of all tagged equipment and property held as evidence.

**26.4.1. TAGGED EQUIPMENT**

- A. New Equipment

The work unit shall notify the Resource Management Unit when new equipment valued over \$5,000 is purchased. The Resource Management Unit shall forward inventory tags to be affixed according to instructions included with the tags and the "Tagging New

Equipment" form. The form shall be completed with the required information, signed by the commander, and returned to the Resource Management Unit.

B. Forfeited Equipment Retained for Official Use

Except for pagers and cell phones, forfeited property that is retained for department use shall be identified by an inventory tag number and placed on the work unit inventory. This section does not apply to multijurisdictional task forces.

- (1) To obtain an inventory tag, submit interoffice correspondence to the Resource Management Unit requesting that the equipment be assigned an inventory tag number and indicating the location where the equipment will be assigned. The Resource Management Unit shall provide an inventory tag.
- (2) The inventory tag shall be affixed to the item.
- (3) Once forfeited property retained for official use is tagged, it becomes property of the State and is subject to the same annual inventory and disposal procedures as other State property.

C. Transfer of Equipment

- (1) Prior to the transfer of tagged equipment, the transferring unit shall prepare and sign an Intra-Agency Equipment Transfer and Change Notice, ADM-404. The completed form shall be transmitted to the receiving unit.
- (2) The receiving unit shall sign the ADM-404, forward a copy to the Resource Management Unit, a copy to the releasing unit, and retain a copy at the receiving unit.

D. Records

- (1) One person within the work unit shall be responsible for maintaining records of the work unit's inventory. Inventory records include but are not limited to copies of the following: memoranda, tagging new equipment forms, and ADM-404's.
- (2) The Resource Management Unit shall maintain a record of inventory items for each work unit within the department.

E. Loan of Equipment

The work site commander shall maintain a record of the location of all inventoried equipment. If equipment is loaned or temporarily placed in the custody of another work unit, the responsibility for that equipment remains that of the work site commander loaning the equipment. Equipment cannot be permanently loaned to another work site. Equipment can be permanently transferred to another work site by following the transfer process. (See Section 26.4.1.C).

F. Disposal of Equipment

Equipment may be disposed of as outlined in Section 26.4.4. The work site shall complete the ADM-404 after disposal of the equipment and forward the ADM-404 to the Resource Management Unit. A copy of the completed DTMB-0222, Disposal Request for Surplus and Scrap Property form shall be attached to the ADM-404.

G. Lost/Damaged Equipment

(1) Responsibility Known

Except as otherwise provided in Official Order No. 23 and Official Order No. 71, when it is known who is personally responsible for the loss or damage (beyond repair) to equipment, the responsible member shall submit a special report through channels to their division/district commander.

(2) Responsibility Unknown

a. When the loss or damage (beyond repair) of equipment is discovered, and the individual responsible for the loss/damage is unknown, the member to whom the equipment was issued shall submit interoffice correspondence through channels to their division/district commander.

b. If equipment loss or damage (beyond repair) is discovered during an inventory, the reporting requirements found in Section 26.4.2 shall be followed.

(3) The reports required in this section are necessary for maintenance of the inventory records system. Submitting these reports does not relieve members from submitting other required reports.

26.4.2. INVENTORY OF DEPARTMENT PROPERTY

A. Annual Property Inventory

(1) Work units shall conduct an inventory of tagged property annually.

(2) When an inventory is due, the Resource Management Unit shall notify the work unit by forwarding a copy of the work unit's inventory and instruction file for completion of the report.

(3) Overages, shortages, damaged items, or corrections of descriptions or serial numbers, etc., shall be made on the inventory list.

(4) A copy of the original inventory list shall be returned to the Resource Management Unit. The work unit shall retain the original inventory list at the inventoried work unit, as well as documentation that the annual inventory was completed and forwarded to the Resource Management Unit. This documentation must be available during work site inspections.

B. Inventory on Change of Command

(1) On change of command, the incoming and outgoing commanders shall jointly conduct an inventory of tagged equipment if possible.

(2) To facilitate the inventory, the Resource Management Unit shall provide two copies of the inventory list upon request.

(3) Overages, shortages, and other discrepancies shall be noted on the inventory list.

(4) Both commanders shall sign the inventories and forward the originals to the Resource Management Unit. The incoming commander shall retain a copy of the inventory.

#### 26.4.3. INVENTORY OF EVIDENCE

On change of command of a work unit that is holding property as evidence, an inventory of all such property shall be conducted.

- A. This inventory shall be conducted using the unit property records as a checking reference.
- B. The outgoing and incoming commanders shall jointly conduct the inventory.
- C. On completion of the inventory, the incoming commander shall initiate an interoffice correspondence listing any discrepancies and acknowledging responsibility for the remaining property on the property reports.
- D. Discrepancies showing missing property shall be reported in detail on the correspondence. An investigation shall be initiated to determine its location.
- E. The original interoffice correspondence shall be directed to the bureau commander of the unit involved. A copy shall also be forwarded to the district, division, or appropriate next higher level of command. The outgoing and incoming commanders shall retain copies.

#### 26.4.4 DISPOSAL OF SURPLUS STATE PERSONAL PROPERTY AND EQUIPMENT

- A. Work sites are responsible for the disposal of surplus state personal property.
- B. Surplus state personal property includes office supplies, non-Haworth furnishings, and non-IT equipment.
- C. Surplus state personal property excludes Haworth furniture and modular office components, computers, and IT equipment managed by DTMB and found or confiscated property covered in Official Order No. 62.
- D. Surplus property may be transferred to other state departments, donated to non-profit organizations, recycled, disposed of as trash, or disposed of through DTMB State Surplus or the DTMB on-line auction.
  - (1) The disposition of property is to be recorded by the work site on the ADM-223, Disposal or Property Request form and the DTMB-0222.
  - (2) Work sites are responsible for the removal of an MSP or state insignia, asset tags or other identifying information.
  - (3) Work sites are responsible for any fees related to the disposal of surplus property.
- E. Surplus state property may not be taken for personal use by state employees or others.

#### 26.4.5. TRANSFER TO OTHER STATE AGENCIES

- A. Surplus property may be posted on the DTMB Share Surplus Board which is located on the Surplus page of Inside Michigan.
- B. A DTMB-0222 and ADM-223 must be completed. The DTMB-0222 must be signed by both departments and returned to DTMB State Surplus.
- C. The work site and receiving agency are responsible for transportation of the transferred property.

#### 26.4.6. DONATION TO A NON-PROFIT ORGANIZATION

- A. Work sites may select non-profit organizations that are designated as 501(c)3 organizations.
- B. The work site must obtain a copy of the organization's letter from the IRS granting it 501(c)3 status. Churches, religious organizations, and government units will not have an IRS letter but are eligible for donations.
- C. The work site must obtain a detailed receipt which should include a listing of the donated items, the name and address of the nonprofit, and a signature from the organization for each donation.
- D. These records must be retained for a period of the current year plus five years and are subject to periodic audit and review.

#### 26.4.7. RECYCLING OR DISPOSAL IN THE TRASH

- A. Worthless property may be recycled or disposed of by the work site. The work site is responsible for reporting recycling or disposal using the DTMB-0222 and the ADM-223.
- B. Work sites that are located in DTMB managed buildings can use the services of their building's DTMB Facility Management Team for recycling.
- C. Work sites that are located in MSP owned or leased facilities are responsible for their own recycling and disposal.
- D. Surplus state property that has been identified for recycling or trash may not be taken for personal use by state employees or others.

#### 26.4.8. DISPOSAL THROUGH STATE SURPLUS ONLINE AUCTION

- A. Work sites may work with DTMB State Surplus to offer items for sale on the DTMB State Surplus online auction.
- B. Work sites are responsible for completing the DTMB-0222 and ADM-223 and submitting photos of the items to be sold to DTMB State Surplus.
- C. Items sold online are sold from the work site location and the work site will be required to arrange transfer of the property to the purchaser. Work sites should provide escorts or conduct background checks for access to the site by the purchaser.

#### 26.4.9. DISPOSAL THROUGH DTMB STATE SURPLUS

- A. Work sites may send surplus items to DTMB State Surplus by submitting a DTMB-0222 to DTMB State Surplus for review and approval prior to shipping items.
- B. A handling fee of \$300 will be assessed for each DTMB-0222 batch that is shipped to DTMB State Surplus.
- C. Work sites are responsible for the shipping and handling fees associated with sending items to DTMB State Surplus.

**26.5 REVISION RESPONSIBILITY**

Responsibility for continuous review and revision of this Order lies with the Administrative Services Bureau (Grants and Community Services Division), in cooperation with the Office of the Director (Professional Standards Section and Internal Control Coordinator).

DIRECTOR