

Property Control Procedure Manual



Louisiana Department of Public Safety & Corrections

Public Safety Services

February 2021

Version 5.0

RECORD OF CHANGES

Version Number	Date	Author	Comments
1	July 13, 2010	Erin Bielkiewicz	Release Date
2	July 28, 2010	Erin Bielkiewicz	Update Manual
3	March 13, 2015	Jim Mitchell	Update Manual
4	December 10, 2018	Jim Mitchell	Update Manual
5	February 23, 2021	Jim Mitchell	Update Manual

Version 2

Page	Title	Revision
8	Acquisition of Moveable Property	Revise <i>Person Responsible</i> field
12	Disposal of Property – Surplus	Clarify <i>surplus property</i>

Version 3

Page	Title	Revision
5	Definitions and Acronyms	Amend definition of <i>reportable property</i>
7	Acquisition of Moveable Property	Specify Property Control Administrator assigns and issues property control tags
10	Disposal of Property – Destruction or Scrap	Add sanitization procedures
11	Disposal of Property – Surplus	Add sanitization procedures
11	Disposal of Property - Surplus	Remove requirement that surplus property must be forwarded to the PSS Warehouse
20	Authorization for LPAA Purchases	Remove signature line for Property Manager signature

Version 4

Section	Title	Revision
All	All	Change page numbering
I.C.	Definitions & Acronyms	Change AMS to AMP throughout manual
I.C.	Agency Number	Add 71499 – Asset Forfeiture
I.C.	Reportable Property	Remove <i>specified electronic devices</i>
II.A.	Acquisition of Moveable/Reportable Property	Clarify the names of the forms previously identified by form number only

Cont.

Section	Title	Revision
II.A.	Acquisition of Moveable/Reportable Property	Clarify the DPSMF 4387/4388 is completed only if equipment is assigned to an individual
II.A.	Acquisition of Moveable/Reportable Property	Specify that property must be entered in LAGOV ERP within 60 days of receipt
II.A.	Acquisition of Moveable/Reportable Property	Require the Acquisition Date in AMP match the receiving date in the LaGov system
II.B.	Data/Radio Maintenance Equipment	Clarify the DPSMF 4387/4388 is completed only if equipment is assigned to an individual
II.C.	Vehicles	Change ISIS functions to LaGov functions
II.H.	Disposal of Property - Surplus	Clarify to whom surplus equipment is transferred
II.H.	Disposal of Property – Surplus	Require the Property Custodian update property location in LAGOV ERP after the property is delivered to the Data Center or Radio Communications
II.H.	Disposal of Property - Surplus	Allow LPAA representative to sign a transfer detail report rather than the Property Control Transfer Report
II.I.	Record Keeping and Reporting Requirements	Clarify Property Control Administrator notifies the Property Control Manager when inventory is to begin
II.I.	Record Keeping and Reporting Requirements	Clarify that LPAA requires justification for lost/unlocated sensitive items only
II.L.	Acquisition of Property with Trade-In	Add new section with procedures regarding trade-in
Attach. D	Personal Accountability Inventory Form (SWAT)	Revise equipment list on form
Attach. E	Data and Radio Communications Surplus Listing	Revise Radio Communications equipment
Attach. G	Organizational Chart	Add Agency 71499 - Asset Forfeiture

Version 5

Section	Title	Revision
All	All	Make revisions necessary due to the conversion to the LaGov system
II.A.	Acquisition of Moveable/Reportable Property	Specify employee has 10 days to notify the Property Custodian of receipt of new equipment
II.A.	Acquisition of Moveable/Reportable Property	Make the Property Control New Equipment Addition Form (DPSMF 4241) optional
II F.	Damaged, Unlocated or Stolen Property	Specify employee makes notification to chain-of-command as soon as practicable
II.F	Damaged, Unlocated or Stolen Property	Specify the Budget Unit Head notifies Human Resources or Financial Services of employee's intent to reimburse the agency
II.H	Disposal of Property - Surplus	Specify LPAA representative signs the Transfer Detail Report for surplus property
II.I	Disposal of Property - Sanitization	Incorporate sanitization memo of 8/29/2019 into procedure manual
II.J	Record Keeping and Reporting Requirements	Specify property custodian is responsible for maintaining records and delete the requirement to send a copy of records to the PSS Warehouse
Attach C	Personal Accountability Inventory Form	Add a column for LaGov notification numbers

Table of Contents

I.	Introduction.....	1
A.	Purpose.....	1
B.	Scope.....	1
C.	Definitions and Acronyms	1
D.	Roles	3
E.	Forms and Other Key Information.....	3
II.	Procedure	4
A.	Acquisition of Moveable/Reportable Property	4
B.	Radio Communications Equipment	4
C.	Vehicles	5
D.	Personal Assignment of Property.....	6
E.	Transfer, Move or Loan of Tagged Property	6
F.	Damaged, Unlocated or Stolen Property.....	6
G.	Disposal of Property – Destruction, Scrap, or Dismantle	7
H.	Disposal of Property - Surplus.....	8
I.	Disposal of Property - Sanitization	8
J.	Record Keeping and Reporting Requirements.....	9
K.	Separation of Employment	10
L.	Acquisition of Property from State Surplus.....	11
M.	Acquisition of Property with Trade-In.....	11
III.	Appendix.....	12
	Property Control Transfer Report (DPSMF 1521).....	12
	Property Control New Equipment Additions (DPSMF 4241)	13
	Personal Accountability Inventory Form (DPSMF 4387)	Error! Bookmark not defined.
	Personal Accountability Inventory Form Supplemental Page	15
	Personal Accountability Inventory Form SWAT (DPSMF 4388).....	16
	Radio Communications Surplus List	17
	DPS Authorization for LPAA Purchases	18
	Property Control Organizational Chart	19

I. Introduction

A. Purpose

To provide instruction to assist in compliance with DPS Policy and Procedure, Section 04-01 Property Control Policy.

B. Scope

This process/procedure applies to all agencies and employees within the Department of Public Safety, Public Safety Services.

C. Definitions and Acronyms

DOA	Division of Administration
LaGov ERP	LaGov Enterprise Resource Planning system
LPAA	Louisiana Property Assistance Agency
OTS	Office of Technology Services

Asset Management Platform (AMP)

Former asset management database discontinued on June 30, 2019. Currently, access is needed only to generate a Transfer Detail Report for surplus assets.

LaGov ERP

Louisiana's Enterprise Resource Planning system that integrates procurement, budget, asset management, etc. For purposes of this document, it is the asset management database required by DOA, LPAA.

Location Code Index

List of all locations for each agency in the Department.

Moveable Property

Property not attached as a permanent part of a building or structure.

Notification Number

Unique nine-digit number assigned by LaGov ERP when an item is entered into the system and an M5 notification is created.

Plant Number (Asset Location by Agency Divisions)

Unique identification number/letter combination given to LA state agencies and their sub-sections.

Designated number for each agency in the Department and the first five digits of the legacy asset number:

418A	71400	DPS Office of Management & Finance
418B	71400	Management & Finance
419A	71410	Office of State Police
419B	71410	LSP Troop B
419C	71410	LSP Troop C
419D	71410	LSP Troop D
419E	71410	LSP Troop E
419F	71410	LSP Troop F
419G	71410	LSP Troop G
419H	71410	LSP Headquarters
419I	71410	LSP Troop I
419J	71421	LSP JESTC
419K	71410	LSP Crime Lab
419L	71410	LSP Troop L
419Q	71410	LSP Troop A
790A	71420	Training Academy
420A	71405	Office of Motor Vehicles
422A	71454	Office of State Fire Marshal
423A	71452	Gaming Control Board
424A	71462	Liquefied Petroleum Gas Commission
425A	71458	Highway Safety Commission

Property Control Tag

Label on each piece of reportable property that displays the agency/division and either the notification number or the legacy asset number.

Property Transfer/Disposal Request

Request in LaGov ERP to remove moveable property from an agency's inventory. Transfers and disposals include: surplus to LPAA, dismantle for parts, scrap request, and interagency transfer (moving property from one state agency to another state agency).

Reportable Property

All items of moveable property with an original acquisition cost of \$1,000 or more, gifts and other property having a fair market value of \$1,000 or more, all weapons regardless of cost, and ballistic vests regardless of cost.

D. Roles

Property Control Administrator – coordinator of all Property Control Managers, liaison to LPAA and responsible for all state-owned moveable property in the Department.

Property Control Manager – custodian of all state-owned moveable property maintained by an agency within the Department. Responsible for:

- Requesting property control tags;
- Ensuring that property is properly tagged;
- Making additions and/or changes to LaGov ERP;
- Creating a transfer for the disposition of property that is no longer in use or no longer needed by agency;
- Ensuring that an annual inventory of property is performed and certifying the results of that inventory;
- Establishing and maintaining document files to support property activities; and
- Establishing internal procedures to effectively maintain control and accountability of moveable property.

Property Custodian – designated by the Budget Unit Head or Property Control Manager to assist in performing duties as directed to meet all requirements of policy. In most instances, a Property Custodian will be assigned for each section/unit within an agency. The following procedure reflects this structure, but the Budget Unit Head or Property Control Manager will make the final determination of areas of responsibility.

Authorized Buyer – individual who has been authorized to view and/or purchase surplus property from LPAA.

E. Forms and Other Key Information

- DPSMF 1521 Property Control Transfer Report
- DPSMF 4241 Property Control New Equipment Additions
- DPSMF 4387 Personal Accountability Inventory Form
- DPSMF 4388 Personal Accountability Inventory Form – SWAT
- Radio Communications Surplus List
- DPS Authorization for LPAA Purchases
- DPS Property Control Manager Diagram

II. Procedure

A. Acquisition of Moveable/Reportable Property

1. Upon acquisition of new property, employee notifies the Property Custodian within 10 days of receipt:
 - a. New Property – Employee forwards a copy of the receiving report, purchase order or receipt as applicable.
 - b. Donated Property – Employee forwards a copy of the Act of Donation to the Property Custodian. It must include a mutually agreed upon current property value.
 - c. Loaned Property – Employee forwards a copy of a Letter of Loan to the Property Custodian. It must include a mutually agreed upon current property value.
2. The Property Control New Equipment Addition Form (DPSMF 4241) is available for use. If the form is used, it is forwarded to the Property Custodian with a copy of the receiving report, purchase order, receipt, Act of Donation or Letter of Loan as applicable.
3. The Property Custodian enters asset information into LaGov ERP and creates a notification number within 60 days of receipt of the property.
 - a. The Acquisition Date in LaGov ERP must match the date of delivery. In cases where there is a purchase order, the Acquisition Date must match the receiving date in LaGov MIGO.
 - b. It is recommended that all financial documents, transfer reports and other pertinent documents be attached electronically to the notification (M5) upon initiation.
4. The asset notification number is created at the time the asset is entered into LaGov ERP. Property tags are printed by the Property Manager or by the Property Control Administrator, and the tag is placed on the property in a visible location.
5. The Personal Accountability Inventory Form (DPSMF 4387/4388) is completed if the property is personally assigned to an individual.

B. Radio Communications Equipment

1. Radio Communications orders and receives all equipment as related to such.
2. Upon receipt of reportable property, the Property Custodian for Radio Communications equipment creates the notification (M5) and enters all pertinent data into LaGov ERP.
3. The Property Custodian prints and attaches the property control tags prior to property being installed in the field.

4. Each component which may be changed or replaced and is valued \$1,000 or more within a system is entered and tagged individually.
5. The tag is placed on the property in a visible location.
6. The Radio Communications Property Custodian follows the procedures in Section E (Transfer, Move or Loan of Tagged Property) utilizing the Property Control Transfer Report (DPSMF 1521) as equipment is assigned to employees throughout the Department.

C. Vehicles

1. New Vehicles
 - a. The Fleet Operations Lieutenant generates a vehicle purchase shopping cart.
 - b. The Fleet Operations Vehicle Issuance Office:
 - 1) Enters the shopping cart into LaGov
 - 2) Receives a copy of the Purchase Order
 - 3) Upon delivery of the vehicles, verifies receipt and enters the data into LaGov ERP
 - 4) Creates the master record and notification (M5), prints the property control tag and affixes the tag.
 - c. Within five days of receipt of the vehicle, the Fleet Operations Vehicle Issuance Office provides DPS Financial Services with the original invoice and copy of the certificate of origin.
 - d. The Fleet Operations Vehicle Issuance Office enters the vehicle information into LAGOV ERP as *Pending Assignment* and indicates whether it is a *New Asset* or *Lease* within five business days of receipt by Fleet Operations.
 - e. The Fleet Operations Vehicle Issuance Office enters each vehicle's information into the Vehicle Management System.
2. Vehicle Assignment, Transfer or Change
 - a. All employees who are assigned a vehicle complete a "Personal Assignment and Home Storage" form (DA 5210) before receiving a new vehicle or a vehicle via internal transfer.
 - b. The employee receiving the vehicle ensures that the original completed DA 5210 is submitted to Fleet Operations within ten days of the transfer.
 - c. The Property Custodian creates a notification (M4) to request a Home Storage and Personal Assignment for the vehicle.
 - d. The Police Logistical Services Section forwards the original DA 5210 to LPAA.
 - e. Upon approval by LPAA, an electronic copy is returned to the Police Logistical Services Section.
3. Vehicle Surplus/Dismantle

- a. The Fleet Operations Fuel and Title Office enters the transfer data in LaGov ERP.
- b. Fleet Operations submits the vehicle title, condition report and letter requesting dismantle for parts, if applicable, to LPAA.
- c. Upon LPAA approval, Fleet Operations transports the vehicle to LPAA, coordinates interagency transfer, or dismantles the vehicle for parts.

D. Personal Assignment of Property

1. A Personal Accountability Inventory Form (DPSMF 4387) and/or Personal Accountability Inventory Form - SWAT (DPSMF 4388) is completed for each employee assigned reportable property.
2. The form is completed for annual certification on a date determined by the Property Control Manager or when an employee receives reportable property. The employee returns the DPSMF 4387 and/or DPSMF 4388 to the Property Custodian within ten days of receiving reportable property.
3. The Property Custodian updates information into LaGov ERP within ten days of receipt of the DPSMF 4387 and/or DPSMF 4388.

E. Transfer, Move or Loan of Tagged Property

1. Property transfers, moves, and loans are documented and reported to the Property Custodian utilizing the Property Control Transfer Report (DPSMF 1521) within ten days.
2. The Property Custodian relinquishing property enters the transfer in LaGov ERP.
3. The Property Custodian receiving property verifies and updates the transfer in LaGov ERP.
4. If property is transferred between agencies with different Plant Numbers within the Department (for example, a laptop is reassigned from an employee in Management and Finance to an employee in State Police), a new notification number will be needed. The Property Manager receiving the property updates LaGov ERP, prints a new property control tag and applies it in a visible location.
5. The Personal Accountability Inventory Form (DPSMF 4387/4388) is completed if the property is personally assigned to an individual.

F. Damaged, Unlocated or Stolen Property

1. An employee whose property is damaged, lost, unlocated or stolen notifies the Property Custodian, Property Control Manager or the Section / Troop / Division Head through the chain-of-command within 24 hours or as soon as

- practicable. This includes personal accountability property and/or section property.
2. The person responsible for the property completes an Incident Report. The Incident Report form is located on the DPS Intranet under Other Resources > Forms > All DPS and should include the following:
 - a. Description
 - b. Property Control Number (if applicable)
 - c. Serial number
 - d. Location
 - e. Person responsible for property
 - f. Summary of the incident
 - g. Copy of police report (if stolen)
 - h. NCIC report (if weapon).
 3. The agency determines the level of negligence and whether the employee will reimburse the agency. The dollar amount to be reimbursed to the agency is processed as follows:
 - a. The Budget Unit Head approves payment which may be through installments.
 - b. The Budget Unit Head forwards documentation to Human Resources for payroll deduction or Financial Services for payment by check.
 4. The Budget Unit Head submits to the Property Control Manager the following:
 - a. Letter of final disposition
 - b. Copy of Incident Report
 - c. Copy of police report (if stolen)
 - d. Copy of NCIC report (if weapon)
 5. The Property Control Manager submits a risk management claim, if applicable, to the Department Risk Management Coordinator.
 6. Human Resources or Financial Services submits documentation of full payment to the Property Control Administrator and the Property Control Manager.
 7. The Property Control Manager updates LAGOV ERP to reflect final disposition, as necessary. With approval of LPAA, unlocated property which was replaced at the employee's expense is not listed as unlocated in LAGOV ERP.

G. Disposal of Property – Destruction, Scrap, or Dismantle

1. Specified electronic equipment is processed in accordance with sanitization procedures required by LPAA and the Office of Technology Services.
2. The Property Custodian enters a request into LAGOV ERP to acquire approval from LPAA.
3. Property can be properly disposed of upon approval by LPAA.

H. Disposal of Property - Surplus

1. Specified electronic equipment is processed in accordance with sanitization procedures required by LPAA and the Office of Technology Services.
2. The Property Custodian enters surplus transaction (M5 and M7) into LaGov ERP.
3. All DPS Radio Communications equipment (Attachment E) is transferred to Radio Communications in Baton Rouge. If appropriate, Radio Communications personnel will process unwanted equipment for pickup by or delivery to LPAA.
4. Upon approval of LPAA, each piece of property is tagged with the transfer number assigned by AMP, property control number and description of equipment. Specified electronic equipment will have a sanitization sticker, also.
5. The Property Custodian is responsible to ensure the surplus property is properly delivered to Radio Communications or LPAA.
6. After property is delivered to Radio Communications, the Radio Communications Property Custodian is responsible to update the property location in LaGov ERP.
7. The DPS Warehouse is authorized to retain property that is in high demand, e.g. office furniture in good condition. The Property Custodian must make delivery arrangements in advance with DPS Facility Services as space is limited. The Property Custodian utilizes the Property Control Transfer Report (DPSMF 1521) for reportable property. The Property Custodian relinquishing the property, transfers the property to 418A - Facility Services location in LaGov ERP. The Property Custodian receiving the property verifies the transfer in LaGov ERP. Any items in the warehouse for an extended period of time will be processed as Department surplus for pickup by or delivery to LPAA.
8. Upon delivery and/or pickup of surplus property, LPAA representative signs the Transfer Detail Report record generated by AMP.

I. Disposal of Property - Sanitization

1. Definitions
 - a. Data sanitization is the process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media. Electronic media or a device that has been successfully sanitized has no residual data even when data recovery is attempted with advanced forensic tools.
 - b. Device is any equipment, hardware, or system owned, managed or utilized by an agency or its agents to transmit, store, or process data. Examples include, but are not limited to: laptops, desktops, servers, routers, smart phones, PDAs, tablets, monitoring systems, printers, fax machines and copiers.

- c. Electronic media are media owned, managed, or utilized by an agency or its agents with the capability to store, transmit, or receive data. Examples include, but are not limited to: CDs, DVDs, hard drives (HDD), backup tapes, USB drives, SD cards, network attached storage and internal system memory components (ROM and RAM).
2. Any electronic media or device subject to surplus, disposal, transfer or otherwise permanently leaving DPS possession is sanitized in accordance with Office of Technology Services (OTS) data sanitization requirements of IT STD 1-17.
3. This policy does not apply to devices leased/owned by OTS or to devices seized, confiscated or requested as evidence to support any administrative, legal or lawful action.
4. DPS personnel are not to surplus OTS leased equipment. They are to coordinate disposal with OTS. DPS personnel initiate the sanitization process by contacting the OTS service desk:
 - Phone: 225-219-6900 or 1-844-219-6900
 - Email: OTSSupport@la.gov
5. OTS will require basic information including:
 - a. Customer's name
 - b. Telephone number
 - c. Office address
 - d. Room number or location within the building
 - e. Description of what is to be sanitized
6. OTS coordinates the sanitization process at either a local DPS facility or OTS facility. OTS personnel sanitizes, tags and logs the devices in accordance with OTS standards. The OTS technician places a sticker on the device with his initials and completes a sanitization form detailing which equipment has been sanitized.
7. After the sanitization process is completed, DPS personnel complete a surplus request in LaGov ERP.
8. DPS personnel are responsible for submitting the property to LPAA. The point of contact for coordinating turn-in at LPAA is Ms. Dedra Matthews @ (225) 342-6857 or (Dedra.Matthews@la.gov). OTS does not accept surplus devices at the Data Warehouse.

J. Record Keeping and Reporting Requirements

1. The Property Custodian maintains all property files and records.
2. The Property Custodian conducts an annual physical inventory (certification) of assigned sections on a predetermined date.
 - a. The Property Custodian completes the annual physical inventory each year as directed by the Property Control Administrator.
 - b. The Property Control Administrator notifies LPAA by way of Notification of Inventory Form 30 days prior to beginning annual

physical inventory (not 30 days prior to certification due date). The Property Control Administrator notifies the Property Control Manager when inventory is to begin for these reporting purposes.

- c. The Property Custodian prints a Certification Report on the specified date from LaGov ERP.
 - d. The Property Custodian conducts a physical inventory of each item listed for assigned sections/locations.
 - e. The Property Custodian obtains a completed and signed Personal Accountability Inventory Form (DPSSP 4387) from each employee with personally assigned property.
 - f. The Property Custodian signs the Annual Inventory Certification Report to certify that all property has been identified and enters any lost/unlocated items in LaGov ERP. Items are marked as unlocated in LaGov ERP by noting the current year in the *Unlocated Year* field.
 - g. The Property Control Manager reviews, verifies, and reconciles the Annual Inventory Certification report and submits it to the Property Control Administrator one week prior to the LPAA certification due date. Justification and/or documentation is to be included for all lost/unlocated items.
 - h. The Property Control Administrator completes the Division of Administration, Certification of Annual Inventory Report for each agency, which is compiled from reports submitted by each Property Control Manager. The Property Control Administrator submits the following documentation to LPAA:
 - 1) Certification of Annual Property Inventory Form
 - 2) Copy of last page of Asset Certification Report
 - 3) Discrepancy (Unlocated) Report, if applicable
 - 4) Location Code Index
 - 5) Copy of transfer for 3rd PYD (Prior Year Disposal) Report, if applicable
 - 6) Justification for each lost/unlocated sensitive item
 - i. Upon review and approval of the Undersecretary, the Property Control Administrator submits the Department's Certification Reports and all required documentation to LPAA and a copy to the Legislative Auditor's office.
3. In order to facilitate an efficient and accurate annual certification, a quarterly reconciliation of all property transactions is recommended.

K. Separation of Employment

1. Upon notification, the Property Custodian obtains a LaGov ERP report listing the property assigned to the employee. The Property Custodian obtains all assigned property from the employee no later than the separation date.
2. A Property Control Transfer Report (DPSMF 1521) is completed to transfer property to the Property Custodian receiving property.

3. The Property Custodian updates LaGov ERP as necessary, including removal of the name of the former Person Responsible.
4. Upon reassignment of the property, the Property Custodian follows the procedures in Section E (Transfer, Move or Loan of Tagged Property).
5. For LSP, property accepted at the section/troop/field office is returned to the Property Custodian at the location where property was originally assigned within ten working days.

L. Acquisition of Property from State Surplus

1. Surplus property at LPAA is retained until sold at public auction or scrapped. It is available for inspection by state agencies at LPAA Headquarters, 1059 Brickyard Lane, Baton Rouge, LA 70802.
2. To purchase items from LPAA, the authorized buyer provides LPAA with a completed DPS Authorization for LPAA Purchases form signed by the Property Control Administrator. The form is located on the DPS Intranet under Other Resources > Forms > Property Control. As an alternate method of approval, the DPS Property Control Administrator may email the LPAA Program Compliance Supervisor in advance of the buyer's arrival.
3. An invoice is sent to the DPS Property Control Administrator who initiates an interagency transfer using financial coding of the buyer's section.

M. Acquisition of Property with Trade-In

1. The trade-in of an asset is permitted when it is in the best interest of the state as determined by LPAA. Specifically, the savings must exceed the amount the property could bring at the LPAA auction. The procedure involving a trade-in is:
 - a. Determine the cost of the new asset in accordance with State Procurement procedures. Ensure the bid specifications direct the vendor to include in the bid the price without a trade-in as well as the price with a trade-in so that the cost savings can be identified clearly.
 - b. Once the lowest bid is selected in accordance with State Procurement procedures, create a disposal request in LaGov ERP with the method of disposal marked *Trade-In*. Attach a scanned copy of the bid.
 - c. Do not enter into a contract with the vendor or relinquish the asset prior to receiving a determination from LPAA.
 - d. If the trade-in proposal is approved by LPAA, proceed with the transaction. Follow normal procedures for receiving a new asset (i.e., enter the new asset in LaGov ERP and affix a property control tag).
 - e. If the trade-in proposal is rejected by LPAA, do not proceed with the transaction. Either continue to use the asset or create a surplus request in LaGov ERP.

LOUISIANA DEPARTMENT OF PUBLIC SAFETY
PROPERTY CONTROL TRANSFER REPORT

Form Must Be Typed

TO: PROPERTY CONTROL CUSTODIAN	FROM: PROPERTY CUSTODIAN (NAME) AND CONTACT PHONE NUMBER(S) DATE:
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☐ OMF ☐ LSP ☐ T.A ☐ OMV ☐ OLA ☐ OSFM ☐ LGCB ☐ LPG ☐ HSC ☐ CAFÉ

REQUEST THE FOLLOWING ACTION TO BE TAKEN ON ITEMS LISTED BELOW: ☐ Transfer ☐ Loan ☐ Surplus

DESCRIPTION	PROPERTY TAG NUMBER	SERIAL NUMBER	FROM		TO	
			SECTION	PERSON	SECTION	PERSON RESPONSIBLE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
SIGNATURE OF INDIVIDUAL/SECTION REPRESENTATIVE RELINQUISHING PROPERTY NUMBER			PRINT NAME (LAST, FIRST)		PERSONNEL	DATE
SIGNATURE OF INDIVIDUAL/SECTION REPRESENTATIVE RECEIVING PROPERTY NUMBER			PRINT NAME (LAST, FIRST)		PERSONNEL	DATE
SIGNATURE OF PROPERTY CUSTODIAN RELINQUISHING PROPERTY NUMBER			PRINT NAME (LAST, FIRST)		PERSONNEL	DATE
SIGNATURE OF PROPERTY CUSTODIAN RECEIVING PROPERTY NUMBER			PRINT NAME (LAST, FIRST)		PERSONNEL	DATE
NAME OF ENTERER PERSONNEL NUMBER			PRINT NAME (LAST, FIRST)		DATE ENTERED INTO PROPERTY SYSTEM	

NOTE: No item can be moved from one section to another without the approval of the agency property manager. The person who actually completes the transfer of the above items must sign in the appropriate location and return this set to the agency property manager immediately.

DPSMF 1521 REV 01/10

LOUISIANA DEPARTMENT OF PUBLIC SAFETY

PROPERTY CONTROL NEW EQUIPMENT ADDITIONS

DATE	SECTION/PROTÉGÉ LOCATION	
AGENCY	CONTACT PHONE NUMBER(S)	PURCHASE ORDER NUMBER

Form Must Be Typed

PROPERTY TAG NUMBER	DESCRIPTION	MAKE	MODEL	SERIAL #	ACQUISITION DATE	ACQUISITION COST	REMARKS

ALL NEW EQUIPMENT MUST BE TAGGED. FORM MUST BE COMPLETED AND RETURNED TO PROPERTY CUSTODIAN ALONG WITH A COPY OF THE PURCHASE ORDER WITHIN 10 DAYS OF RECEIPT OF ITEM.

SIGNATURE OF PERSON SUBMITTING FORM	PRINT NAME (LAST, FIRST)	PERSONNEL
SIGNATURE OF PROPERTY CUSTODIAN	PRINT NAME (LAST, FIRST)	PERSONNEL

DPSMF 4241 (R 01/10)

LOUISIANA DEPARTMENT OF PUBLIC SAFETY PERSONAL ACCOUNTABILITY INVENTORY FORM

INSTRUCTIONS: List the property control number (714# and 500#) and complete serial number for all reportable property (property with white tags) personally assigned to you. **Note:** This form must be completed and returned to your Troop/Section Property Custodian.

SWAT PERSONNEL MUST ALSO COMPLETE FORM DPSMF 4388

Form Must Be Typed

EMPLOYEE NAME (LAST, FIRST, MI)	AGENCY / SECTION / LOCATION
PERSONNEL NUMBER (ex. P000000)	CONTACT PHONE NUMBER(S)

Item	New Notification No.	Former PCN	Make / Model	Complete Serial No.
Vehicle				
Vehicle Mobile Radio				
Motorcycle				
M/C Mobile Radio				
Portable Radio				
Portable Radio				
Radar				
Mobile Data Terminal				
Shotgun				
Taser				
Rifle				
Handgun				
Handgun				
Body Armor				
Other Equipment				
Laptop				

Employee Signature	Print Name (Last, First, MI) Personnel Number	Date
Supervisor Signature	Print Name (Last, First, MI) Personnel Number	Date
Property Custodian Signature	Print Name (Last, First, MI) Personnel Number	Date

DPSMF 4387 (R 2/21)

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY
PERSONAL ACCOUNTABILITY INVENTORY FORM**

Data Equipment and State Police Equipment Supplemental Page

[illegible]

DPSMF 4387 (R 01/10)

LOUISIANA DEPARTMENT OF PUBLIC SAFETY

PERSONAL ACCOUNTABILITY INVENTORY FORM

State Police Equipment
SWAT ONLY

INSTRUCTIONS: List the property control number (714-) and complete serial number for all reportable property (property with white tags) personally assigned to you. Note: This form must be completed and returned to your SWAT Property Custodian.

Form Must Be Typed

INDIVIDUAL/OFFICER'S NAME	PLATOON DESIGNATION
PERSONNEL NUMBER (ex. P000000)	CONTACT PHONE NUMBER(S)

Item	Property Control #	Make/Model	Complete Serial No
.223 Rifle			
.308 Rifle			
Night Vision			
Rifle Night Vision			
Tactical Ballistic Plate Carrier			

Individual/Officer's Signature	Print Name (Last, First)	Date
Personnel Number		
Supervisor's Signature	Print Name (Last, First)	Date
Personnel Number		
Property Custodian Signature	Print Name (Last, First)	Date
Personnel Number		

DPSMF 4388 (R 11/18)

**LOUISIANA DEPARTMENT OF PUBLIC SAFETY
RADIO COMMUNICATIONS
SURPLUS LISTING**

RADIO COMMUNICATIONS SURPLUS ITEMS

- Mobile data laptops only and associated hardware
- Portable, mobile, motorcycle and console radios and accessories
- 800 MHz components, including consoles, console furniture, monitors, computers, manager terminals and accessories
- Radar, lidar and associated hardware
- Nice telephone line recorder units
- Video conferencing units
- JPS ACU 1000 and ACU-T patching units
- LWIN uninterrupt power supplies (UPS)
- LWIN network rack, combiner, repeater rack, tower top LaGov Amplifier (TTA) and control monitoring unit (CMA)

DPS Authorization for LPAA Purchases

Date _____

Agency Number _____

Agency Name _____

Authorized Buyer _____

Expenditure Coding

Agency _____

Cost Center _____

Object Code _____

Reporting Category _____

DPS Property Control Administrator

Print Name

Signature

