

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;"><b>121.01</b></p>	<p><u>PAGES:</u></p> <p style="text-align: center;">4</p>
<p><u>CHAPTER:</u> <b>Administration and Management</b></p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter § 49-2-903; ACA-3-JDF-1B-14</b></p>	
<p><u>SUBJECT:</u> <b>Inventory Control</b></p>		
<p><u>DATE:</u> <b>January 1, 2018</b></p>		

**PURPOSE**

It is the policy of the Division of Juvenile Services to govern the control and accountability of all supplies and/or equipment.

**CANCELLATION**

This policy has been revised and supersedes Policy 121.01 dated July 1, 2010.

**APPLICABILITY**

This Policy applies to all Division of Juvenile Services’ facilities, centers and offices.

**DEFINITIONS**

1. **Perpetual Inventory:** A system of inventory that includes the addition of items received and subtraction of items removed every time a change occurs.
2. **Point of Storage:** The central location in which items are stored/inventoried before being removed for usage. The items are generally unopened or full cases and/or containers.

**PROCEDURES**

1. Supply inventories are conducted at least quarterly.
2. All inventories will be turned in the Facility Superintendent/Director or designee at the end of each quarter.
3. These will then be turned over annually or as requested to Director of Budget and Finance.

Chapter	Subject	Policy #	Page
Administration and Management	Inventory Control	121.01	2 of 4

4. All inventories are subject to audit at any time.
5. All inventories will be maintained in a manner that prevents waste and promote accountability.
6. Medical Inventory
  - a. Controlled medications are inventoried at each shift change.
  - b. Sharps will be inventoried at each shift change.
  - c. Over-the-counter medications will be:
    - i. Strictly controlled and accessible only by medical staff or other trained personnel,
    - ii. Stored in their original containers, and
    - iii. Maintained at the point of storage with a perpetual inventory.
  - d. General medical supplies will be maintained in a manner to prevent misuse.
7. Clothing Inventory
  - a. Non-issued clothing is maintained by laundry staff and inventoried quarterly.
  - b. Issued clothing can be removed from the inventory.
8. Food Inventory
  - a. Food inventory will be maintained to prevent spoilage and waste.
  - b. Emergency supplies will be maintained to feed residents and staff.
9. Office Supplies Inventory - Office supplies will be maintained and replenished by designated staff.
10. Tools and Equipment Inventory – Tools and equipment will be strictly controlled and inventoried according to Policy #309.00 – Tool Control.
11. Security Equipment Inventory
  - a. Security equipment will be strictly controlled and inventoried according to Policy #310.00 - Security Equipment.

<b>Chapter</b>	<b>Subject</b>	<b>Policy #</b>	<b>Page</b>
Administration and Management	Inventory Control	121.01	3 of 4

- b. Security equipment, like radios, flashlights, restraints, etc., is to be inventoried by the relieving staff member.

12. Flammable, Caustic and Toxic Inventory

- a. Flammable, caustic and toxic supplies will be strictly controlled and inventoried according to Policy #321.00 - Flammable, Caustic and Toxic Materials.
- b. Flammable, caustic and toxic supplies are to be inventoried at the point of storage.

13. Recreation Equipment

- a. A master inventory of recreation equipment will be created.
- b. All recreation equipment will be inventoried each month.
- c. After use of any equipment, all items will be accounted for.

14. Dry Goods Supply – A master inventory of all dry goods will be created and updated monthly.

15. Key Supply – All keys will be strictly controlled and inventoried according to Policy #318.00 – Key Control.

16. Training Supplies – A master inventory of all training aids and equipment will be created. This inventory will be conducted monthly.

17. Any other items that could be considered a security or safety concern will be inventoried and controlled.

18. INVESTIGATING/REPORTING DISCREPANCIES: Any employee who becomes aware of any state property that is abused, damaged, destroyed, unaccounted for or wrongfully appropriated has a duty to report such information to their supervisor or other appropriate official of the Division.

- a. Any supervisor who becomes aware of such information shall report that information to the appropriate Facility Superintendent/Director/designee, who will cause an investigation to be conducted.

Chapter	Subject	Policy #	Page
Administration and Management	Inventory Control	121.01	4 of 4

b. The purpose of the investigation is to:

- i. Locate the property and determine the extent of damage/loss;
- ii. Establish accountability and return property to Division control;
- iii. Determine cause(s) of the loss of accountability or other factors;
- iv. Determine if there is a security threat related to the missing/lost item;
- v. Report corrective action taken/recommended; and
- vi. Determine if reimbursement by responsible party is appropriate.

c. Upon receiving a report of loss, theft, damage or destruction of any accountable property, the Facility Superintendent/Director/designee will require an incident report in OIS of the facts and actions taken. The Facility Superintendent/Director will e-mail the Incident Report number to the Director of Budget and Finance within five (5) working days. If further inquiry is needed, the Director of Budget and Finance can request an investigation or further information on the property in question.

19. Employees determined to be responsible for loss/damage to any state property due to neglect or willful damage will be subject to appropriate disciplinary action and/or reimbursement for said item(s).

20. Each facility/center will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

### RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advanced notice, unless prohibited by law.

APPROVED:

*William K. Marshall III*

Director

*Jan. 1, 2018*

Date