

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">8.23</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
<p>CHAPTER: 8 Administration</p>	<p>RELATED ACA STANDARDS:</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>	<p>SUBJECT: PROPERTY INVENTORY</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

R M G 6/29/15

I. AUTHORITY: 29 Del. C. §6524

II. PURPOSE: To maintain a property inventory.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV. DEFINITIONS: None

V. POLICY: It is the policy of the Department of Correction to maintain a current and accurate inventory of all property under the control and jurisdiction of the Department.

At the direction of the Commissioner, the Chief of Administrative Services will be responsible for monitoring compliance with procedures pursuant to Delaware Code, Title 29 Section §6524.

The Chief of Administrative Services shall develop procedures to implement this policy. These procedures shall be included in each bureau/section manual.