Minnesota Department of Corrections

Policy:	**104.355**	**Title: Employee-Owned Personal Property**
Issue Date:	**2/16/16**	
Effective Date:	**3/1/16**	

AUTHORITY: Department of Administration - User Guide to State Property Management

PURPOSE: To protect the State of Minnesota against claims for injury, damage, or loss incurred in connection with the voluntary use of employee-owned property.

APPLICABILITY: Minnesota Department of Corrections (DOC); all department employees

POLICY: Employees must report employee-owned property brought to their place of employment using the State Employee's Personal Property form (attached). Employee-owned property relates to items not purchased by the state. The items are brought into the workplace by employees and are their responsibility. Employees at department correctional facilities are also subject to the property restrictions in Division Directive 301.030, "Contraband" and to searches in Policy 301.010 "Searches."

DEFINITIONS: None

PROCEDURES:

A. Each employee is responsible for maintaining a State Employee's Personal Property form listing his/her employee-owned property kept in the workplace.

1. When listing property on the State Employee's Personal Property form, the employee must consider items that the employee would want to take with him/her upon departure from the work location.

2. Generally, items with a nominal value of $25.00 or less are considered immaterial for tracking purposes and need not be listed. However, it is at the employee's discretion to include or not include such items of nominal value on the list of employee-owned property.

3. When a physical inventory or spot check is conducted, the State Employee's Personal Property form verifies ownership of employee personal property.

4. When an employee separates from the work location, the State Employee's Personal Property form serves as proof of ownership for removal of property from the work location.

B. After the form is completed and signed by the employee and the employee's supervisor, the supervisor sends one copy to the location inventory coordinator. The supervisor and employee also retain copies.

C. When the employee transfers to another work location, transfers to another state agency, or leaves department employment, the supervisor is responsible to verify that the correct property is removed by the employee or designee. The employee's supervisor signs the State Employee's Personal Property form, retains a copy, and forwards a copy to the location inventory coordinator.

INTERNAL CONTROLS:

A. Personal Property forms are retained by both the supervisor and the location inventory coordinator.

REVIEW: Annually

REFERENCES: Division Directive 301.030, "Contraband"
Division Directive 301.010, "Searches"

SUPERSESSION: Policy 104.355, “Employee-Owned Personal Property,” 3/31/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: State Employee’s Personal Property form (external link to MN Department of Administration form)

/s/
Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services