




OREGON DEPARTMENT OF FISH
AND WILDLIFE POLICY
Administrative Services Division

Title:	Employee Assigned Property	ASD 250_04
Supersedes:	ASD-102 effective July 1, 2002	
Applicability:	All staff, contractors, and volunteers	
Reference:	ORS 293.590, OAM 10.55.00.PO	
Effective Date:	December 1, 2011	Approved: 

I. PURPOSE

This policy provides guidance for maintaining records of State property issued or assigned to state employees, contractors or volunteers.

II. DEFINITIONS:

Department owned property that may be assigned to state employees includes but is not limited to:

- Cell phones
- Pagers
- Palm Pilots
- Keys (e.g., office, vehicle)
- Door Entrance Control Cards
- Employee Identification Cards
- Parking Keys
- Laptop Computers
- Cameras, camcorders, and photography equipment
- Television and VCRs
- Firearms
- GPS units
- Portable or hand held radios
- Credit cards (e.g., travel, SPOTS, fuel)
- Phone cards
- Vehicles

III. POLICY

Department Region Managers and Division Administrators are responsible for ensuring that state owned property assigned to employees and volunteers is appropriately issued, monitored, and returned.

Documentation must be maintained by a designated employee at Region or Division offices.

IV. PROCEDURE

It is the responsibility of each Division Administrator and Region Manager to insure that documentation exists for any Department property assigned to state employees, contractors and volunteers. The documentation is to be retained by each District and/or Division office and made available for audit.

If state owned property is provided to a contractor or volunteer, a written agreement shall specify how it should be returned upon completion of the contract or volunteer assignment and the responsibilities of the contractor or volunteer for any damages, loss or repairs.

Upon termination, ensure that equipment is returned.