

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 45A.425 ACA 2-CI-6E-3	2.10	2
	*	May 14, 2013
	Subject  <b>SURPLUS PROPERTY</b>	

I. DEFINITIONS

NONE

II. POLICY and PROCEDURES

If an item is no longer usable by a particular budget unit, it shall be advertised for acquisition by other budget units throughout Corrections.

- A. The advertisement shall consist of completing and circulating the Surplus Property Notice form by the budget unit's inventory officer upon the approval of the warden or appropriate Corrections official.
- B. Advertisement shall be to each appropriate budget unit for a period of at least seven (7) working days.
- C. A deadline for response shall be included on the notice.
- D. Acquisition shall be on a first-come, first-serve basis.
- E. Notices shall be sent to the following budget units:
  1. Division of Administrative Services Director
  2. Deputy Commissioner of Adult Institutions
  3. Agricultural Production and Dietary Services Branch Manager
  4. All Institutions Wardens
  5. Deputy Commissioner for Community Services and Local Facilities Commissioner
  6. Division of Correctional Industries Director

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- 7. Division of Corrections Training Director
- 8. Office of Legal Services General Counsel
- 9. Parole Board Chairman
- 10. Division of Mental Health Director

- F. If no other budget unit claims the property by the deadline, the regular surplus procedure shall be initiated per KRS 45A.425.
- G. If other budget units claim surplus items, appropriate transfer documents shall be completed and forwarded to the Correction's Property Officer so the property may be removed from the one budget unit's inventory and added to the other budget unit's inventory.
- H. The budget unit claiming the property shall be responsible for the removal within a reasonable period of time.

**DEPARTMENT OF CORRECTIONS  
SURPLUS PROPERTY NOTICE**

TO: \_\_\_\_\_ DATE \_\_\_\_\_

FROM: \_\_\_\_\_

**SURPLUS PROPERTY ITEMS**

DESCRIPTION	QUANTITY	PROPERTY NUMBER	SERIAL NUMBER	CONDITION

DATE(S) AVAILABLE FOR INSPECTION OR CLAIM: FROM \_\_\_\_\_ TO \_\_\_\_\_

PERSON TO CONTACT IF INTERESTED: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

DEADLINE: \_\_\_\_\_