



## DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

---

# Program Statement

OPI: SUPPORT  
Number: 2330.1B  
Date: February 8, 2007  
Supersedes: 2330.1A  
Subject: Excess Property

---

1. **PURPOSE AND SCOPE.** To establish guidelines for requesting, acquiring and utilizing excess government property.
2. **POLICY.** It is the policy of the DOC that suitable excess property should be considered the first source of supply when appropriate. Sources of excess property should be checked prior to initiating other procurement actions.
3. **APPLICABILITY.** This directive is applicable to all DOC employees involved in the supply and procurement process.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
  - a. Excess property available to the DOC shall be screened to determine if it is suitable for use.
  - b. All excess property acquired by the DOC shall be properly accounted for.
  - c. Excess government property will be requested, acquired and accounted for in compliance with Federal and D.C. Government property regulations.
5. **NOTICE OF NON-DISCRIMINATION.**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that

is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

- b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to services, programs and activities.

**6. DIRECTIVES REFERENCED**

- a. **Directives Rescinded.** None
- b. **Directives Referenced.** None

**7. AUTHORITY.** D. C. Code § 24-211.02, Powers; Promulgation of Rules

**8. STANDARDS REFERENCED**

- a. American Correctional Association (ACA), 2<sup>nd</sup> Edition, Standards for Administration of Correctional Agencies: 2-CO-3A-01.
- b. American Correctional Association (ACA), 4<sup>th</sup> Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7D-15

**9. DEFINITIONS.** For the purpose of this Program Statement, excess property is defined as property which has been declared as excess to the needs of other District or Federal Government Agencies.

**10. PROCEDURES**

- a. The Deputy Warden for Support Services is responsible for managing the acquisition and utilization of excess property.
- b. Requests for excess property will be submitted to the property officer.
- c. The property officer shall review the request and check the GSA web site to determine if there is excess property available to fill the request.
- d. If excess property is available, the Property Officer shall complete the Federal Transfer Document (form XP-122) to request the property.
- e. Upon receipt of property, the Property Officer shall compile a list of property received and issue the property to the requesting unit or place it in stock in the Supply Unit.
- f. Accountability for excess property shall be maintained in accordance with D.C. Property Regulations.

- g. The Property Officer shall monitor the GSA web site on a frequent basis for items of potential use to the Department. When items are located the Property Officer shall contact the appropriate office or service area.
- h. Receipt documents and other records pertaining to excess property shall be maintained consistent with the D.C. Personal Property Management Manual, Section 26321.1.

  
Devon Brown  
Director