



PROPERTY PASS

Directive: 9 - 103

Date of Issue: July 2013 Amends/Cancel: 03-AB-05

I. PURPOSE

The purpose of this Directive is to:

- A. Prevent the unauthorized removal of State property from State facilities.
- B. Provide for a consistent procedure to be used by all departments housed in DGS owned and managed facilities.
- C. Maintain an accounting of property removed from state facilities and those who have removed the property.

II. POLICY

- A. DGS-MCP personnel will follow all policy and procedures relating to the property pass initiative.
- B. DGS-MCP personnel attempting to enforce this policy and confronted by an uncooperative employee or visitor will notify supervisor immediately.

III. PROCEDURE

- A. This procedure will be in addition to any other agency procedure presently in place. DGS-MCP personnel will stop individuals exiting State buildings with equipment and ask that they provide a **signed** property pass.
- B. To exit a building, two copies of the **signed** property pass will be required:
 - 1. one copy will stay with the property
 - 2. the second copy will be maintained by DGS-MCP.
- C. The form is available at www.dgs.maryland.gov/propertypass/
- D. A separate form will be used and issued by the agency to laptop computer users within their agency so that a separate form is not turned in daily. This form will be inspected by DGS-MCP personnel and returned to the employee.

- E. DGS-MCP will randomly ask employees leaving with property to wait while phone contact is made with their supervisors verifying the property pass authenticity.
- F. At the end of each shift property passes will be turned into shift Commander. The Detachment will file the property pass in a coordinated monthly file to be retained in accordance with DGS-MCP records retention policy.
- G. Copies of the “**Property Pass**” form will be maintained at each security post in the event one is needed by an employee.