

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 2. 6
SECTION:	2	Fiscal Management	EFFECTIVE DATE: 8 / 5 / 2020
SUBJECT:	6	Storeroom Management	
STANDARDS: ACA – 4 – ALDF: 7D-15			
APPROVED:			REVIEW DATE: 8 / 5 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 8 / 11 / 20
Rescind: 1.2.6 dated 8/20/04 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to manage its' supply storerooms effectively and efficiently

II. RESPONSIBILITIES

All Division of Corrections staff are to adhere to the following procedures.

III. DEFINITIONS

Purchase Order Form - A Form used to initiate a purchase of items not on the PIC List.

PIC - Product Information Code

PIC List - A list of supply items that are held in stock in the Division's facility storerooms and that can be requisitioned using a Supply Request Form.

Supply Request Form - A Form used to requisition supplies on the PIC List.

Supply Storeroom - A Storeroom managed by the Division of Corrections Inventory Control Coordinator under the direction of the Business Office Manager.

IV. PROCEDURES

A. General Information

1. The Supply Storeroom only stocks items available on the PIC List.
2. The Inventory Control Coordinator will ensure that copies of the current PIC List is made available to staff.
3. Orders requisitioning PIC List items will be delivered to each housing unit and each support unit on Mondays and Thursdays, with the exception of holidays. When Monday or Thursday is a holiday, orders will be delivered on the next business day. If both Thursday and Friday are holidays, orders will be delivered on the Wednesday prior to the Thursday holiday.
4. All orders not received by Noon on a delivery day will be delivered on the next scheduled delivery day.
5. The Supply Request Form is used only to request items listed on the PIC List. Requests for items not on the PIC List and requests for contractor-provided services must be submitted on a Division of Corrections Purchase Order Form, approved by the Sectional Head and submitted to the Business Office Manager.
6. Storeroom personnel are responsible for ensuring that housing unit storerooms are adequately stocked.
7. Requisition of items stored in Supply Storerooms are carried out by Inventory Coordinator in accordance with Division of Corrections policy on requisitioning of goods and services. (see DOC #1.2.12: Purchasing Goods and Services).

B. Delivery of Supply Items

1. The Inventory Control Coordinator or Inventory Control Technician assembles items to fill approved requisitions of supply items.
2. The Inventory Control Coordinator or Inventory Control Technician delivers the requested items to the individual who submitted the request.
3. The individual receiving the items signs the Supply Request form indicating receipt of the requested items.
4. The Inventory Control Coordinator or Inventory Control Technician enters delivery information in the IJMS, and files the request chronologically by requesting unit.

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C. Inventory Control

1. The Business Office Manager and Inventory Control Coordinator determine minimum stock levels and lead times for each item on the PIC List.
2. The Inventory Control Coordinator with assistance from the Inventory Control Technician maintain Supply Storerooms in a clean and orderly manner to facilitate visual inspections of inventory levels, physical inventories, locating items in the storerooms, and maximum storage capacity.
3. The Inventory Control Coordinator with assistance from the Inventory Control Technician visually inspects the levels of supply items on a daily basis and prepares a Division of Corrections Purchase Requisition as necessary to maintain adequate levels of stock.
4. The Business Office Manager and Inventory Control Coordinator identify certain PIC List items as "Critical". The Inventory Control Coordinator and Inventory Control Technician conducts a physical inventory of all "Critical" items each Monday and submit a report on the inventory to the Business Office Manager by the end of the day.
5. The Inventory Control Coordinator attempts to minimize costs through competitive bidding by identifying supply needs within a sufficient timeframe to avoid emergency purchases of items not available on a city-wide supply contract.
6. The Inventory Control Coordinator analyzes supply consumption rates and distributions to identify excessive supply usage.
7. The Division of Corrections Fixed Asset Management Coordinator conducts a physical . inventory of all items stored in the Supply Storerooms at least once per year with the assistance of the Inventory Control Coordinator.
8. The Fixed Asset Management Coordinator will provide a signed and dated report of the annual inventory to the Accounting Manager.
9. The Accounting Manager will review and sign the inventory report and maintain the report on file as documentation of that the inventory was conducted.

D. Access to Supply Storerooms

1. Supply Storerooms will be secured with a padlock. Keys to the padlocks are issued to Inventory Control staff only.

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2. The Duty Officer must authorize entry into Supply Storerooms for supplies or any other reason during times when there is no Inventory Control staff on duty.
3. If entry into a Supply Storeroom is authorized by the Duty Officer the padlock must be removed using bolt cutters or some other means.
4. The Shift Supervisor must complete an Incident Report and ensure that a temporary lock is used to secure the Supply Storeroom.