

Component #3: Theft

Security Policy

Policy Statement

State of Georgia employees shall take every reasonable step to develop and implement effective physical access control and security systems procedures in order to facilitate safety and instill a culture of security throughout the agency locations.

Procedures

Agency locations have the responsibility for making day-to-day decisions regarding their overall building security. These decisions include establishing guidelines for qualifications required for access to buildings under their control, door lock schedules, and alarm activation and deactivation schedules. Each agency has the responsibility for security protocols for any individual building location. Ultimately the senior-most administrator housed in that building, or overseeing the personnel housed in that State of Georgia building is responsible for the security/safety at that location.

Theft Deterrent Systems:

The State of Georgia expends significant efforts to provide a safe environment for all State of Georgia employees and visitors. It utilizes various methods to achieve this mission. Measures such as closed-circuit cameras, access cards, door lock and key maintenance, alarm systems, call boxes, security forces, and inventory control, routine light surveys, etc. are utilized. These provisions should be a part of the building planning and construction. The extent of the protection shall be determined by the agency based on the exposures at the location.

State Accounting practices

All business and accounting operations shall follow the Georgia State Accounting Office (SAO) provisions.

State Accounting Policy Manual: <https://sao.georgia.gov/policies-and-procedures/accounting-policy-manual>

State Business Process Policy: <https://sao.georgia.gov/policies-and-procedures/business-process-policies>

Asset Inventory

Many agencies use PeopleSoft Asset Management module to maintain an equipment inventory. Agencies should conduct an annual physical inventory to keep the inventory up to date.

Segments of the overall physical inventory may be conducted at varying times during the year, as opposed to counting the complete inventory at one point during the year. Each asset included on the fiscal year-end equipment asset listing should be part of a physical inventory during the fiscal year.

Special Property All Risk (SPAR) coverage

Items of significant value that move from one agency location to another should be identified. A list containing the item name, description, identifying number, and value should be compiled. The list should be sent to DOAS annually to ensure proper coverage. If one of these items is stolen, then the list will be needed to determine if the item is covered.

Property Identification

The agency should assign an identification number to inventoried equipment that is considered capital assets. The inventory number should be placed on the equipment prior to the equipment going into service. Large items that are not capital items should be identified as State Property. This can be done with decals, barcodes, stickers to reduce pilferage.

If assets are stolen or damaged claims should be reported to DOAS within 48 hours. See the Property Component to further details on how to report a loss.