
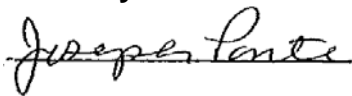


POLICY TITLE: WAREHOUSE GUIDELINES		PAGE 1 OF 2
POLICY NUMBER: 2.16		
CHAPTER 2: FISCAL MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: December 15, 2003	LATEST REVISION: June 28, 2012

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Maine Department of Corrections Facilities

III. POLICY

It is the policy of the Department of Corrections to provide and maintain accountability of commodities required for the daily operation of the Department's facilities and to assure that all receiving and distribution of stock inventory is made in full compliance with State law. This policy does not apply to goods owned and maintained by Industries Programs and Canteen Services.

IV. CONTENTS

Procedure A: General Warehouse Guidelines and Procedures
 Procedure B: Requirements for Warehouse Deliveries
 Procedure C: Requirements for Warehouse Inventory

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: General Warehouse Guidelines and Procedures

1. When a commodity is stocked in an institutional warehouse, staff may obtain it only from the warehouse.

2. No employee of the institution may authorize commodity issues without proper paperwork.
3. Requisitions for warehouse supplies must be properly prepared.
4. Emergency requests requiring special attention shall be processed immediately. After hours or weekend conditions that create an immediate and serious need for supplies that cannot be met through normal delivery and that qualify as an emergency, as defined in this policy, shall also be satisfied. After hours emergency requests must be approved by the Duty Officer.
5. Receipt of warehouse stock from vendor deliveries shall be made by warehouse staff, or other approved personnel. All orders placed to vendors must be delivered to the warehouse, unless the designated Purchasing Authority gives prior approval. All orders of perishable items delivered to the warehouse must be properly stored in a timely manner.
6. Warehouse staff shall accept shipments of non-stock supplies and equipment delivered to the warehouse dock, inspect for visible damage, and document the delivery record as necessary. Warehouse staff may also open packages to verify contents if contraband is suspected. The warehouse shall hold such items for investigation as deemed necessary.
7. Authorized purchasers, other than warehouse staff, must provide warehouse personnel with a copy of the order to ensure purchase authenticity.

Procedure B: Requirements for Warehouse Deliveries

1. Deliveries to institutional warehouses arriving after operating hours shall normally not be accepted until the next working day, but shall be reviewed on a case-by-case basis.

Procedure C: Requirements for Warehouse Inventory

1. All warehouses shall be closed at least once each year for inventory. Warehouse supervisors shall distribute notice of the actual closure dates.
2. Facility or office units must anticipate their needs for the closure period and request adequate supplies in advance.

VII. PROFESSIONAL STANDARDS

None

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