

AUDIT OBJECTIVES, SCOPE, AND METHODOLOGY

The objectives of the audit were to review the BOP's: (1) action taken in response to the identification of lost or stolen weapons and laptop computers, and (2) management controls for these types of equipment. We performed our audit in accordance with Government Auditing Standards issued by the Comptroller General of the United States and, accordingly, included such tests of the records and procedures that we considered necessary.

We obtained an understanding of the control environment for weapons and laptop computers from the Property Management Section at the BOP Central Office. We performed on-site audit work between August 2001 and December 2001 at the following locations:

Bureau of Prisons Central Office
Washington, DC

Federal Correctional Institution Texarkana
Texarkana, TX

United States Penitentiary Lewisburg
Lewisburg, PA

Bureau of Prisons Northeast Regional Office
Philadelphia, PA

Federal Law Enforcement Training Center
Bureau of Prisons Staff Training Academy/Glynco
Glynco, GA

To examine the BOP's action regarding the identification of lost and stolen weapons and laptop computers, we obtained from the Department Security Officer the semiannual theft report submissions as well as additional supporting documents from the BOP Program Security Officer for such losses occurring from October 1, 1999, through June 30, 2001. In addition, we obtained information from the BOP OIA regarding weapons lost during that same period. For weapons, we also queried NCIC in November 2001 to determine if the loss had been reported and if the weapon had been subsequently recovered. We also queried the National Tracing Center maintained by the ATF for further indication of weapon recoveries through subsequent law enforcement activity.

APPENDIX I

For laptop computers, our objective was to determine if the loss resulted in the compromise of classified or sensitive information, which if divulged could lead to public harm. This information is based upon the assertions provided; we could not independently verify the sensitivity of the information due to the loss of the machines.

Our audit work included: (1) reviewing applicable laws, policies, regulations, manuals, and memoranda; (2) interviewing responsible personnel; (3) testing management controls; (4) reviewing property and accounting records (with emphasis on activity since October 1, 1999); and (5) physically inspecting property. Our tests were performed in the following control areas as they pertained to weapons and laptop computers:

- Purchasing and recording in the official property database, SPMS;
- Receipt and assignment, including pooled property, specialized equipment, and the return of items from separated employees;
- Physical inventories, including separation of duties; and
- Disposals, including property record listings.

We tested these controls through a judgmental sample from the 20,594 weapons and 2,690 laptop computers reported in the SPMS as of August 27, 2001. In total, we reviewed 443 items - 206 weapons and 237 laptop computers. The universe, from which these samples were taken, by location, is detailed in Appendix IV, Table 1. Our tests included sampling:

- Weapons and laptop computers purchased between October 1, 1999, and the last day of our site visits, as recorded in purchase documents, to ensure that the items were recorded in the SPMS;
- Weapons and laptop computers not assigned to specific individuals (pooled property) to ensure that the property was accounted for and the records reflected the correct status;
- Weapons and laptop computers found during an on-site walk-through inventory (walk through) at the BOP location to ensure that the item was accurately recorded in the SPMS;
- Weapons and laptop computers identified in the SPMS as having serial numbers that were duplicates of other weapons and laptop computers or were missing critical identifying information (duplicates); and

APPENDIX I

- BOP personnel having temporary custody of laptop computers (staff testing) to ensure that the property was accounted for and the property records accurate.

The samples described above are delineated by test, property type, and location, in Appendix IV, Tables 3 and 4. We also reviewed the documentation related to BOP personnel separated between October 1, 1999, and the dates of our site visits to determine if all laptop computers were returned. Moreover, we reviewed disposal actions initiated between October 1, 1999, and August 27, 2001, to ensure these actions were adequately supported.

APPENDIX II

CIRCUMSTANCES OF WEAPON AND LAPTOP COMPUTER LOSSES

| <i>ITEM #</i> | <i>DATE OF INITIAL REPORT</i> | <i>LOCATION</i> | <i>BRIEF DESCRIPTION OF CIRCUMSTANCES OF LOSS ¹</i> |
|-------------------------|-------------------------------|---|---|
| WEAPONS | | | |
| 1 | 8/30/99 | FCI SHERIDAN | The weapon was lost by an airline while employee was traveling to specialized weapons training at Artesia, NM. No disciplinary action was taken. |
| 2 | 5/22/01 | FCI FLORENCE | The weapon was lost during transfer to another facility. The loss was discovered during an annual inventory approximately 18 months later. Disciplinary action is dependent on the outcome of a current investigation. |
| LAPTOP COMPUTERS | | | |
| 1 | 4/19/00 | FCI BASTROP | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 2 | 5/15/00 | FEDERAL CORRECTIONAL COMPLEX (FCC) BEAUMONT | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 3 | 7/12/00 | CENTRAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 4 | 2/10/00 | CENTRAL OFFICE | The laptop computer was stolen out of luggage while employee was traveling to training in Aurora, CO. No disciplinary action was taken. |
| 5 | 7/17/00 | CENTRAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 6 | UNKNOWN | FMC BUTNER | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |

¹ The descriptions are paraphrased from the documentation of the loss and/or Reports of Survey.

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| ITEM # | DATE OF INITIAL REPORT | LOCATION | BRIEF DESCRIPTION OF CIRCUMSTANCES OF LOSS ⁴⁵ |
|---------------|-------------------------------|--|--|
| 7 | 12/16/98 | FMC BUTNER | An employee separated from the BOP but kept the laptop computer he was using. The facility was unable to contact this person by telephone. No further action was taken. |
| 8 | UNKNOWN | ADMAX FLORENCE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 9 | UNKNOWN | METROPOLITAN DETENTION CENTER (MDC) GUAYNABO | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 10 | UNKNOWN | USP LEAVENWORTH | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 11 | UNKNOWN | NORTHEAST REGIONAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 12 | 2/15/00 | NORTHEAST REGIONAL OFFICE | The laptop computer was determined to be missing from an office within the facility in September 1999. However, it was not reported as missing until 2/15/00. No disciplinary action was taken. |
| 13 | 12/17/99 | USP LOMPOC | The laptop computer was stolen from the Command Center inside the facility. No disciplinary action was taken. |
| 14 | 4/5/01 | CENTRAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 15 | 4/18/01 | CENTRAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 16 | 4/18/01 | CENTRAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 17 | 4/20/01 | CENTRAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 18 | UNKNOWN | FMC BUTNER | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |

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| ITEM # | <i>DATE OF INITIAL REPORT</i> | <i>LOCATION</i> | <i>BRIEF DESCRIPTION OF CIRCUMSTANCES OF LOSS</i> ⁴⁵ |
|--------|--------------------------------------|--|---|
| 19 | UNKNOWN | FEDERAL PRISON CAMP (FPC) EL PASO | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 20 | UNKNOWN | FCI FLORENCE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 21 | UNKNOWN | ADMAX USP FLORENCE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 22 | UNKNOWN | USP FLORENCE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 23 | 3/12/01 | MID-ATLANTIC REGIONAL OFFICE | The laptop computer was found to be missing during preparation for the annual inventory. No disciplinary action was taken. |
| 24 | 2/20/01 | METROPOLITAN CORRECTIONAL CENTER (MCC) SAN DIEGO | The laptop computer was found to be missing from an office inside the facility following a training session. No disciplinary action was taken. |
| 25 | UNKNOWN | USP TERRE HAUTE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |
| 26 | 4/15/01 | WESTERN REGIONAL OFFICE | Laptop computer, along with office keys and contract proposals, was in an employee's personal vehicle. The vehicle was stolen. No disciplinary action was taken. |
| 27 | 4/30/01 | WESTERN REGIONAL OFFICE | The laptop computer was found to be missing during the annual inventory. No disciplinary action was taken. |

ANALYSIS OF LOST AND STOLEN WEAPONS AND LAPTOP COMPUTERS

| WEAPONS | | | | | | | | |
|----------------|-------------------------------|---|------------------------|-------------------------|---------------------------------------|------------------------------------|---|------------------------|
| NUMBER | LOSS TYPE ² | DAYS BETWEEN THE DISCOVERY OF THE LOSS AND THE INITIAL REPORT ³ | REPORTED TIMELY | REPORTED TO NCIC | DAYS ELAPSED BEFORE NCIC ENTRY | REVIEWED BY BOARD OF SURVEY | DAYS ELAPSED BEFORE APPROVAL BY THE BOARD OF SURVEY ⁴ | REPORTED TO DOJ |
| 1 | L | 1 | YES | YES | 11 | YES | CND | NO |
| 2 | L | 0 ⁵ | YES | YES | 381 | YES | CND | NO |

² Stolen items are designated as S while lost items are designated as L.

³ As previously noted, the BOP does not specify the format of a report of loss or theft by the responsible employee. This date may refer to a telephone, verbal, or a memorandum report. In some cases, insufficient documentation was provided, and we could not determine the elapsed time. These cases are annotated as CND.

⁴ Some of the Reports of Survey were not dated, and we could not determine the elapsed time between the initial report of the loss and the date that the Report of Survey was approved. These are annotated CND.

⁵ The loss of this weapon was immediately reported upon discovery. However, all indications are that the weapon was missing for 18 months before the loss was discovered.

APPENDIX III

| LAPTOP COMPUTERS | | | | | | |
|-------------------------|-------------------------------|--|------------------------|------------------------------------|---|------------------------|
| NUMBER | LOSS TYPE⁴⁶ | DAYS BETWEEN LOSS AND REPORT⁴⁷ | REPORTED TIMELY | REVIEWED BY BOARD OF SURVEY | DAYS ELAPSED BEFORE BOARD OF SURVEY⁴⁸ | REPORTED TO DOJ |
| 1 | L | 0 | YES | YES | 84 | NO |
| 2 | L | CND | CND | YES | CND | NO |
| 3 | L | CND | CND | YES | 6 | NO |
| 4 | S | 6 | NO | YES | 166 | YES |
| 5 | L | CND | CND | YES | 8 | NO |
| 6 | L | CND | CND | YES | CND | NO |
| 7 | S | CND | CND | YES | 588 | NO |
| 8 | L | CND | CND | YES | CND | NO |
| 9 | L | CND | CND | YES | CND | NO |
| 10 | L | CND | CND | YES | CND | NO |

APPENDIX III

| LAPTOP COMPUTERS | | | | | | |
|-------------------------|-------------------------------|--|------------------------|------------------------------------|---|------------------------|
| NUMBER | LOSS TYPE⁴⁶ | DAYS BETWEEN LOSS AND REPORT⁴⁷ | REPORTED TIMELY | REVIEWED BY BOARD OF SURVEY | DAYS ELAPSED BEFORE BOARD OF SURVEY⁴⁸ | REPORTED TO DOJ |
| 11 | L | CND | CND | YES | CND | NO |
| 12 | L | 164 | NO | YES | 160 | NO |
| 13 | S | 0 | YES | YES | 180 | NO |
| 14 | L | 0 | YES | YES | CND | NO |
| 15 | L | 0 | YES | YES | CND | NO |
| 16 | L | 0 | YES | YES | CND | NO |
| 17 | L | 0 | YES | YES | 94 | NO |
| 18 | L | CND | CND | YES | CND | NO |
| 19 | L | CND | CND | YES | CND | NO |
| 20 | L | CND | CND | YES | CND | NO |

APPENDIX III

| LAPTOP COMPUTERS | | | | | | |
|-------------------------|-------------------------------|--|------------------------|------------------------------------|---|------------------------|
| NUMBER | LOSS TYPE⁴⁶ | DAYS BETWEEN LOSS AND REPORT⁴⁷ | REPORTED TIMELY | REVIEWED BY BOARD OF SURVEY | DAYS ELAPSED BEFORE BOARD OF SURVEY⁴⁸ | REPORTED TO DOJ |
| 21 | L | CND | CND | YES | CND | NO |
| 22 | L | CND | CND | YES | CND | NO |
| 23 | L | 0 | YES | YES | CND | NO |
| 24 | L | 0 | YES | YES | CND | NO |
| 25 | L | CND | CND | YES | CND | NO |
| 26 | S | 0 | YES | YES | 25 | YES |
| 27 | L | 0 | YES | YES | CND | YES |

PROPERTY UNIVERSES AND SAMPLES BY TEST, TYPE, AND LOCATION

TABLE 1. UNIVERSE OF ALL PROPERTY ASSIGNED TO LOCATIONS AUDITED (PER SPMS AUGUST 27, 2001)

| PROPERTY TYPE | CENTRAL OFFICE | FCI TEXARKANA | NORTHEAST REGIONAL OFFICE | USP LEWISBURG | FLETC | TOTALS |
|----------------------|-----------------------|----------------------|----------------------------------|----------------------|--------------|---------------|
| WEAPONS | 19 | 147 | 292 | 447 | 1,063 | 1,968 |
| LAPTOPS | 590 | 7 | 41 | 18 | 50 | 706 |
| TOTALS | 609 | 154 | 333 | 465 | 1,113 | 2,674 |

TABLE 2. SUMMARY OF ALL PROPERTY REVIEWED BY METHOD⁶

| | PROPERTY TYPE | CENTRAL OFFICE | FCI TEXARKANA | NORTHEAST REGIONAL OFFICE | USP LEWISBURG | FLETC | TOTALS |
|---------------------|----------------------|-----------------------|----------------------|----------------------------------|----------------------|--------------|---------------|
| PURCHASE DOCUMENTS | WEAPONS | 6 | 0 | 0 | 17 | 30 | 53 |
| | LAPTOPS | 75 | 0 | 10 | 9 | 17 | 111 |
| | SUBTOTAL | 81 | 0 | 10 | 26 | 47 | 164 |
| PHYSICAL INSPECTION | WEAPONS | 16 | 33 | 24 | 30 | 50 | 153 |
| | LAPTOPS | 51 | 11 | 19 | 14 | 31 | 126 |
| | SUBTOTAL | 67 | 44 | 43 | 44 | 81 | 279 |
| TOTALS | | 148 | 44 | 53 | 70 | 128 | 443 |

⁶ Certain of our sample sizes are greater than the universe listed for that location. This can be attributed to the following: centralized purchasing of experimental weapons at the Central Office that were distributed to other locations; purchases of laptop computers at the USP Lewisburg after the inventory database was provided by the BOP that we subsequently traced to the SPMS; and reclassification of laptop computers at the FCI Texarkana that had been previously misclassified as desktop computers.

APPENDIX IV

TABLE 3. DETAIL OF WEAPONS PHYSICALLY INSPECTED

| METHOD | CENTRAL OFFICE | FCI TEXARKANA | NORTHEAST REGIONAL OFFICE | USP LEWISBURG | FLETC | TOTALS |
|---------------------------|-----------------------|----------------------|----------------------------------|----------------------|--------------|---------------|
| WALK THROUGH ⁷ | 0 | 20 | 10 | 16 | 20 | 66 |
| STAFF TESTING | 0 | 0 | 0 | 0 | 0 | 0 |
| POOLED INVENTORY | 16 | 13 | 10 | 10 | 20 | 69 |
| DUPLICATES | 0 | 0 | 4 | 4 | 10 | 18 |
| TOTALS | 16 | 33 | 24 | 30 | 50 | 153 |

TABLE 4. DETAIL OF LAPTOP COMPUTERS PHYSICALLY INSPECTED

| METHOD | CENTRAL OFFICE | FCI TEXARKANA | NORTHEAST REGIONAL OFFICE | USP LEWISBURG | FLETC | TOTALS |
|----------------------------|-----------------------|----------------------|----------------------------------|----------------------|--------------|---------------|
| WALK THROUGH ⁵¹ | 10 | 4 | 4 | 7 | 10 | 35 |
| STAFF TESTING | 10 | 0 | 0 | 0 | 10 | 20 |
| POOLED INVENTORY | 25 | 7 | 10 | 7 | 10 | 59 |
| DUPLICATES | 6 | 0 | 5 | 0 | 1 | 12 |
| TOTALS | 51 | 11 | 19 | 14 | 31 | 126 |

⁷ Walk-through testing at the USP Lewisburg also included testing of weapons and laptop computers assigned to the SORT team.

TABLE 5. SUMMARY OF BOP WEAPONS BY TYPE

| ITEM CODE | DESCRIPTION | TOTAL # ACTIVE |
|-----------------------------|---|-----------------------|
| 10500 | HAND GUN | 388 |
| 10501 | SHOTGUN | 3,546 |
| 10502 | ILAR GAS DEVICES | 5 |
| 10505 | RIFLE, LASER | 3 |
| 10506 | RIFLE | 747 |
| 10507 | SCOPE, RIFLE | 12 |
| 10508 | GUN, STUN | 38 |
| 10509 | RIFLE, 30 CAL | 49 |
| 10510 | RIFLE, 7.62 MM | 25 |
| 10511 | RIFLE, 22 CAL | 4 |
| 10512 | RIFLE, 30.6 CAL | 16 |
| 10513 | RIFLE, 0.308 CAL | 243 |
| 10515 | HANDGUN, 38 CAL | 578 |
| 10516 | RIFLE, AF-15, 0.223 CAL | 284 |
| 10518 | HANDGUN 9 MM | 7,904 |
| 10520 | MACHINE GUN | 546 |
| 10521 | RIFLE, M-16 CARBINE 5.56 MM | 1,030 |
| 10522 | RIFLE, M-16 5.56 MM | 1,664 |
| 10523 | RIFLE, M-16, MODIFIED (9MM SUB MACHINE) | 1,756 |
| 10525 | RIFLE, GAS | 46 |
| 10528 | RIFLE, M-16 0.223 CAL | 54 |
| 10530 | GUN, MULTI-LAUNCHER | 22 |
| 10540 | RIFLE, M-16, TRAINING/SIMULATOR | 1 |
| 10541 | PISTOL, 9MM, TRAINING/SIMULATOR | 1 |
| 10542 | LAUNCHER, STRING BALL | 6 |
| 10700 | MULTI-LAUNCHER | 5 |
| 10800 | GRENADE LAUNCHER | 3 |
| 10951 | GUN, LINE THROWING | 5 |
| 10952 | FOGGER, TEAR GAS | 39 |
| 10953 | PISTOL, PAINT PELLET | 244 |
| 10954 | RIFLE, PAINT PELLET | 46 |
| 10955 | RIFLE, PIRANHA PAIN | 3 |
| 10956 | GUN, PAINT, SPITFIRE II SLIDE ACTION 13 | 9 |
| 99804 | GUN, GAS (TEARGAS) | 1,272 |
| TOTAL ACTIVE WEAPONS | | 20,594 |

SAMPLE REPORT OF SURVEY

Property Management Technical Reference Manual

TRM

8/13/2001

Chapter 9, Attachment A, page 1

BP-S111.044 **REPORT OF SURVEY** MAR 1996
U.S. DEPARTMENT OF JUSTICE

Number _____
FEDERAL BUREAU OF PRISONS

LOCATION

DATE

We certify that we have personally inspected the below listed property and find its condition and present estimated value to be shown.

| STOCK OR EQUIP. NO. | QUANTITY | ARTICLES | BOOK COST VALUE | PRESENT CONDITION | ESTIMATED VALUE |
|---|----------|----------------------------------|-----------------|-------------------------------------|-----------------|
| | | | | | |
| FPS-ID NUMBER (If applicable) | | Indicate description of property | Acq. cost | Condition code (see FPMR 101-43) | |
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Deterioration in value due to _____ (Completed by the Accountable Property Officer)

We recommend that the following disposition be made of the property: Recommendation of Board of Survey

| | | |
|----------------------|----------------------|---|
| Dr. Acct. # _____ \$ | Cr. Acct. # _____ \$ | Records adjusted on Requisition/Invoice Number <u>Not applicable</u> |
|----------------------|----------------------|---|

| | |
|---|---|
| Date Approved | Supervisory Contract Specialist <u>\Comptroller or SCS\</u> |
| Approved by Board of Survey Chairman (Name and Title) <u>\Board of Survey Chairman\</u> | Accountable Property Officer <u>\Accountable Property Officer\</u> |
| I certify that the property list was disposed of as recommended: Name: <u>\Property Officer\</u> Date: _____ | Property Officer <u>\Property Officer\</u> |

(After complete certification, return to Property Officer for filing)

(This form may be replicated via WP)

This form replaces BPS-111(44) dated May 1994.

SAMPLE BP-S133.044 INPUT TRANSACTION FORM ⁸

TRM 4401.02
MM/DD/YY
Attachment 9 - A, Page 1

BP-S133.044 INPUT TRANSACTION - PROPERTY MANAGEMENT SYSTEM OCT 1999
U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS

| | |
|--|----------------------------|
| 1. FPS-ID | 2. Function |
| 3. Item Code | 4. Manufacturer Code |
| 5. Method of Acquisition | 6. Ownership Code |
| 7. Acquisition Date | |
| 8. Acquisition Value | |
| 9. Acquisition Quantity | |
| 10. Order Number | |
| 11. HASH TOTAL (sum of shaded items-disregard decimal point) | |
| 12. ACTCLASS | BOP REG FAC LVL PRG F P |
| 13. Sub-Object | |
| 14. Fund Code | |
| 15. Acquisition Year | |
| 16. Location Code | |
| 17. Source Document Number | |
| 18. Serial Number | |
| 19. Transfer Destination | |
| 20. Disposition Date | |
| 21. Disposition Method | |
| 22. Rent Period (Months) | |
| 23. Loan/Rent Expiration Return Date | |
| 24. Depreciation Method | 25. Useful Life (Years) |
| 26. Trade-In Value | |
| 27. Remarks: | |
| Property Received: | |
| APO SIGNATURE | |
| DATE | |

(This form may be replicated via WP) This form replaces BPS-133.044 dated Mar 1996.

⁸ BOP policy does not require that sections 2, 19, and 24 be entered in the SPMS.

SAMPLE BP-100(44) STORES REQUISITION, INVOICE & TRANSFER RECEIPT

U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons

STORES REQUISITION, INVOICE & TRANSFER RECEIPT

INSTITUTION _____ Date _____, 20____ No. _____

Please Furnish From : _____

Return From : _____

Transfer From : _____ To : _____

(Purpose for which material is to be used) (Signature of Requisitioning Officer) (Title)

| Account No. | STOCK No. or EQUIPMENT No. | QUANTITY | | | ARTICLE | UNIT PRICE | AMOUNT |
|-------------|----------------------------|----------|-----------|--------------|---------|------------|--------|
| | | Wanted | Furnished | Bal. on Hand | | | |
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TRANSFER FROM:

TRANSFER TO:

| APPR | ALLOT | BA | COST CENTER | PMS | PROJ | SUB OBJECT |
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| APPR | ALLOT | BA | COST CENTER | PMS | PROJ | SUB OBJECT |
|------|-------|----|-------------|-----|------|------------|
| | | | | | | |

\$ _____

\$ _____

Transferred By: _____
Issued By: _____
Returned By: _____
(Signature)

Date _____, 20____
Received: _____
(Signature of person receiving items)



USP LVN

Previous editions not usable

PRINTED ON RECYCLED PAPER

BP-100(44) OCTOBER 1989

SAMPLE WEAPONS HAND RECEIPT

PS 5500.09
10/27/97
Attachment 24, Page 1

ISSUE OF WEAPONS AND EQUIPMENT

WEAPONS AND EQUIPMENT CHECK-OUT RECEIPT

All entries will be printed except for signature.

- 1. Purpose of issue:
2. Name and title of employee receiving equipment/weapon(s).
3. Authorizing Official:
4. WEAPON(S): Type Ser.# Rds. Ammo.
5. Other Equipment Issued:
6. Date Issued: Time Issued:
7. Date Returned: Time Issued:
8. Signature of employee receiving weapon/equipment.
9. Signature of issuing officer.
10. Signature of receiving officer.

Note: Any discrepancies with regards to equipment/ammunition once returned, will be documented and the Chief Correctional Supervisor notified. INDIVIDUAL RECEIPTS WILL BE PREPARED FOR EACH EMPLOYEE RECEIVING EQUIPMENT/WEAPON(S).

After the equipment/weapon(s) have been returned to the Armory or issued to a relief employee and all information/signatures on this receipt has been completed, the issuing Lieutenant or Security Officer will give the receiving employee the carbon copy of this receipt and will personally hand carry the original to the Captain's office for his or her review. It will then be maintained on file in the lockshop/armory for 2 1/2 years. THE AUTHORIZING OFFICIALS WILL BE: THE WARDEN, ASSOCIATE WARDEN, CAPTAIN, OR LIEUTENANTS.

SAMPLE REPORT OF EQUIPMENT INVENTORY DIFFERENCES

REPORT OF EQUIPMENT INVENTORY DIFFERENCES

Cost Center: _____ Performance Measurement System: _____ Project: _____

| (M) (A) | FPS-ID NUMBER | DESCRIPTION | SERIAL NUMBER | APO EXPLANATION | PO DISPOSITION |
|------------|------------------|-------------|------------------|--------------------|-------------------|
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Signature of APO performing inventory