



State of Indiana
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title
**THE ASSIGNMENT AND MAINTENANCE OF STATE-OWNED
RESIDENCES**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 4-13-1-4(10)	00-02-101	NA
IC 4-20.5	00-02-201	
IC 11-8-2-5(a)(2)	04-01-101	
IC 11-8-2-5(a)(7)	04-02-101	
IC 11-8-2-5(a)(8)	04-02-102	
IC 11-8-2-5(a)(9)	04-03-103	

I. PURPOSE:

This purpose of this policy and administrative procedure is to establish a system for the assignment and maintenance of State-owned residences within the Department of Correction.

II. POLICY:

The Department of Correction recognizes the need to have staff readily available on a 24-hour basis to maintain the safety and security of the facilities. Certain facilities within the Department have State-owned residences on their property. In order to have the necessary staff available when needed, the Department may make these residences available to selected staff. Due to the limited number of State-owned residences, the Department shall ensure those staff persons who are essential to the operation of the Department are given priority consideration when assigning staff to State-owned residences. This selection process shall be based on the needs of the Department and the guidelines provided by the Indiana Department of Administration.

The Department of Administration has the overall responsibility for all State-owned residences. The Department of Correction shall closely follow the uniform procedures that the Department of Administration has developed for the use and maintenance of State-owned residences. The Department shall ensure that all State-owned residences are

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inspected and maintained appropriately. Any changes in the use of these residences shall be made in accordance with the Department of Administration guidelines.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented;

- A. DEPARTMENT OF ADMINISTRATION (DOA): The State agency responsible for the management, maintenance and use of all State-owned housing.
- B. STAFF: Any person employed by the Department, either full or part-time.
- C. STATE-OWNED RESIDENCE: Any property owned by the State which is offered to staff for the purpose of a residence, including sleeping rooms, trailer pads, mobile homes, duplexes, single family homes, etc.

IV. SCOPE OF PROCEDURES:

State-owned residences are administered and managed by the Department of Administration (DOA). The Department of Correction shall coordinate the management, use, and maintenance of all State-owned residences on Department property with the DOA. The DOA shall be the final authority in all matters pertaining to the management, maintenance, and use of all State-owned residences.

This policy and administrative procedure encompasses all State-owned residences under the control of the Department. This includes residences, mobile homes, trailer pads, and individual living quarters. It is the intent of this policy and administrative procedure to ensure consistency and uniformity in the operation, maintenance, and leasing arrangements applicable to housing made available to staff. Permanently assigned State-owned residences shall be available only to staff. State-owned residences may be made available to contractual employees, only if pre-approved by the Warden, the Chief of Staff, and the Commissioner of DOA, and the housing is provided in accordance with this policy and administrative procedure.

V. USE OF STATE-OWNED RESIDENCES:

State-owned residences shall be occupied by staff only in order to promote the security and maintenance of a facility.

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State-owned residences shall be occupied only by State employees whose job requirements qualify them under the criteria in this policy and administrative procedure. The immediate family members or legal dependents of a staff person assigned State-owned residence may reside in the housing as long as the staff person is authorized to do so. Upon leaving the service of the Department, the staff person and any immediate family or legal dependents shall vacate the premises in accordance with the lease agreement.

While residing in State-owned residences, staff, family members, dependents, or guests shall not use the premises for the purpose of conducting any illegal activities, including, but not limited to: the sale, use, or possession of controlled substances; the sale or distribution of alcoholic beverages; gaming or gambling; or, the harboring of fugitives. All occupants of State-owned residences are to follow all local, State and federal laws, rules and ordinances, as well as all applicable Department policies and procedures.

Additionally, neither staff nor any family members or dependents shall use a State-owned residence for the purpose of conducting business or any other profit making activities including, but not limited to: retail sales activities; service sales activities; or wholesale sales activities.

VI. CRITERIA FOR OCCUPANCY OF STATE-OWNED RESIDENCES:

Based upon procedures established by the DOA, the Department shall adhere to the following criteria in the assignment of State-owned residences to staff:

A. Security

Housing may be available to staff at facilities where it is determined by the Department and DOA that there is an overwhelming safety need as a result of the type of facility, its security classification, and/or the size of the facility.

Additionally, a State-owned residence may be approved in cases where an overwhelming property protection and/or safety concern is present at properties that are operated on a 24-hour basis and/or which require 24-hour security for the protection of unique natural resources or equipment. (e.g., where the residence is located away from the facility and someone needs to be present to ensure that valuable property or equipment is not vandalized or stolen)

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B. Physical Plant Demands

State housing may be available where it can be clearly established that certain maintenance staff is required to be in close proximity and on 24-hour call to respond to the emergency needs of the physical plant or in cases where manually controlled energy systems are essential to the daily operation of the physical plant.

C. General Health and Well-Being

A State-owned residence may be approved in cases where the position requires that the person be available for the general health and well-being of those who are being served by the facility.

D. Site Location

State-owned residences may be approved in cases where the nearest affordable housing is greater than twenty-five (25) miles or forty-five (45) minutes away from the site and when the position requires that the person be available for security, general health and well-being, or physical plant emergencies.

E. Housing as Job Incentive

State-owned residences may be approved in cases where a position has proven to be chronically difficult to fill and maintain.

With the approval of the Commissioner, State-owned residences may be offered to staff as a job incentive, after the position has been vacant for three (3) or more months and when the State-owned residence is not needed by other staff meeting the criteria for residing in State-owned residences. The staff person may reside in the State-owned residence for six (6) months unless otherwise authorized by the Commissioner.

VII. CRITERIA FOR STATE-OWNED RESIDENCE ASSIGNMENT:

Staff persons who are considered for State-owned residence assignment must meet the following criteria. These criteria are based upon the need to maintain the safety and security or maintenance operations of the facility.

The criteria for assignment to State housing are as follows:

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- A. The staff person must be in a position classification that is mandatory for the operation of the facility and that provides either security or maintenance operations in cases of emergency. (See Attachment I for a list of possible position classifications that may be eligible for assignment to State housing.)
- B. The job duties of the position indicate that a significant responsibility of the staff person relates to the on-going safety and security of the facility or the maintenance of the physical plant of the facility.
- C. The position must be available to the facility on a 24-hours per day, seven (7) days per week schedule in order to respond to facility emergencies or to maintain the orderly operation of the facility.
- D. The position's role in the safety and security or maintenance of the facility is defined in the facility's security plans.
- E. The position has other duties that are routinely assigned that would require the staff person to be present at the facility at times other than during the normal working hours (such as duty officer assignment or maintenance of heating/cooling, electrical, or water systems).

VIII. ASSIGNMENT OF STATE HOUSING:

The assignment of State-owned residence shall be made consistent with this policy and administrative procedure. All housing assignments shall be made based upon the needs of the facility and the Department and not on seniority, rank, or other concern.

The initial designation of a staff person for assignment shall be the responsibility of the Warden or the Commissioner. The Warden shall submit a justification for the assignment to the appropriate Regional Director. (See Attachment II for information on the justification.) Upon receipt of the request from the Warden, the Regional Director shall review the request and justification to determine whether the staff person meets the minimum criteria for assignment to a State-owned residence.

If the Regional Director approves the request, the Regional Director shall forward the request with his/her approval to the Deputy Commissioner of Operations. The Deputy Commissioner of Operations shall review the request and the comments from the Warden and the Regional Director. Once this review has been completed, the Deputy Commissioner of Operations shall either approve or deny the request.

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Upon making a decision the Deputy Commissioner of Operations shall forward the request and decision to the Chief of Staff for review and approval. The Chief of Staff shall review the request and the comments and discuss the request with the Deputy Commissioner of Operations to ensure that the requirements of this policy and administrative procedure are met. A joint final decision shall be made by the Chief of Staff and the Deputy Commissioner of Operations.

Upon approval by all applicable parties, the Chief of Staff shall forward a written response to the Warden indicating the decision. If the request for State-owned residence is approved, the Chief of Staff shall instruct the Warden to prepare a lease (See Attachment III).

If there is more housing available than can be appropriately utilized by staff, alternate uses can be considered such as, administrative offices, conference facilities, or guest housing for visiting staff or other persons on official business. In such cases, the Warden shall contact the Chief of Staff and explain the planned use of the housing. The Chief of Staff shall discuss the proposed use of the property with the Deputy Commissioner of Operations. If the parties approve the suggested use, the Chief of Staff shall seek the approval of the Commissioner of DOA for the alternative use of the housing unit. All such requests shall be in writing.

IX. REQUESTS FOR ASSIGNMENT TO A STATE-OWNED RESIDENCE:

Staff persons may request the assignment of a State-owned residence on an annual basis. Requests for assignment to a State-owned residence shall be made, in writing, to the Warden no later than November of the fiscal year prior to when the state housing would commence.

Staff requesting a State-owned residence must show how they meet the criteria established in this policy and administrative procedure. Prior to allowing the staff person to occupy the State-owned residence, the Warden shall submit the request along with the Warden's recommendation to the appropriate Regional Director. The request shall be reviewed as indicated in Section V.

The staff person shall be required to abide by the responsibilities as indicated in Section X.

All leases and new requests for housing shall be reviewed during December of the fiscal year prior to when a new lease would be generated. All tenants and new applicants shall

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be notified of termination, continuance, or approval in January of the fiscal year prior to when the housing assignment would commence.

All leases begin on July 1 and cease on June 30. There are no renewal options for leases. All existing leases shall be reviewed on an annual basis and those approved for continuance shall have a new lease prepared.

X. RESPONSIBILITIES OF EMPLOYEES ASSIGNED STATE-OWNED RESIDENCES:

A. General Responsibilities:

All staff assigned to a State-owned residence shall be obligated to respond immediately to emergency situations in which there is a threat to life, property, or security as directed by the Warden or designee.

Any assigned State-owned residence shall not be used for the purposes of conducting any illegal activities, including but not limited to:

1. The illegal use, sale, or distribution of narcotic drugs or other controlled substances;
2. The sale or distribution of alcoholic beverages;
3. Gaming or gambling; and,
4. The harboring of fugitives.

Staff and any other persons residing in a State-owned residence must comply with all local, State and federal laws, rules, and regulations.

It shall be the responsibility of the staff person occupying the State-owned residence to maintain the premises and surrounding grounds in a neat and orderly fashion and in compliance with the terms and obligations set forth within the lease agreement.

Staff shall be required to agree to and sign a lease agreement for the property and to provide proof of insurance prior to occupancy (See Attachment III).

B. Possession of Firearms/Ammunition:

Staff and family members or dependents residing in a State-owned residence on Department property may possess a limited amount of firearms and ammunition with the written approval of the Warden. A total of up to three (3) firearms (rifle,

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shotgun, or handgun) may be possessed in the State-owned residence. Automatic assault weapons as designated by the Bureau of Alcohol, Tobacco, Firearms and Explosives shall not be possessed in a State-owned residence.

Additionally, one (1) box of ammunition (no more than 50 rounds per box) may be maintained for each weapon kept in the residence.

All firearms kept in a State-owned residence must be kept in a secured, certified gun vault. Ammunition for these firearms must be kept separate from the firearms in a secured metal box. The Warden or designee may request to inspect any firearms and ammunition kept in the State-owned residence in accordance with Section XI.

Persons residing in a State-owned residence shall not be permitted to load their own ammunition at the residence. Nor shall they be permitted to possess black powder or other explosive material or device in the residence.

Persons residing in a State-owned residence who possess firearms and ammunition shall be required to submit an inventory of all weapons and ammunition in the State-owned residence. This inventory shall be submitted to the Warden or designee and shall be updated annually when the lease for the residence is prepared or renewed.

Failure to abide by this policy and administrative procedure regarding the possession of firearms and ammunition may result in the staff person's lease being terminated and the staff person being required to vacate the residence.

- C. Staff assigned to a State-owned residence (Lessee) shall be responsible for any and all damages incurred to the residence, grounds, and any other property. A maximum of one (1) dog and one (1) cat shall be allowed. The residence and grounds shall be continually monitored by the Lessee, cleaned and policed, as appropriate. No animals shall be chained or permanently tethered by any means at a State-owned residence. An outside kennel, of appropriate design and construction shall be allowed at the Lessee's expense. The Warden shall provide oversight to ensure these requirements are met.

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XI. INSPECTIONS:

As the agency responsible for the overall management of State-owned residences, the Commissioner of DOA has appointed the IDOC Division of Construction Services as the inspecting authority of all-Department owned residences. The Executive Director of Construction Services shall coordinate annual, on-site inspections of all State-owned residences and their contents. The Department and DOA reserve the right to inspect any State-owned residence at any time upon reasonable notice to the staff person or other occupants. Additionally, representatives of the Department and/or DOA reserve the right to conduct personal interviews with any occupants of any State-owned residence. These interviews may be conducted at the time of the annual inspection or at any other reasonable time as determined by DOA and the Department.

The Division of Construction Services shall inspect each State-owned residence at least annually and whenever a staff person leaves a State-owned residence. Staff shall use the "Residence Inspection Report" (Attachment IV) when conducting this inspection. The Physical Plant Director at the facility shall maintain a copy of the "Residence Inspection Report."

XII. MAINTENANCE OF STATE HOUSING:

It is the joint responsibility of both the staff person assigned to the State-owned residence and the Warden or designee to ensure that the value of the State-owned residence is maintained and kept in an acceptable living condition. Consideration must be given to the fact that it is State-owned property and must present an appearance acceptable to the citizens of the State. The responsibilities of the staff person and the State in the maintenance of the State-owned residence shall be presented in the rental agreement.

When a State-owned residence is vacant, the Warden or designee shall determine a routine inspection schedule to ensure that minimal deterioration takes place in the residence during the period of vacancy. This schedule of inspection shall include instructions regarding the actions to be taken to ensure that the residence is prepared for a period of vacancy.

The Warden shall advise the Executive Director of Construction Services or designee of any and all needed repairs, renovations, or additions for State-owned residences at the facility. The Executive Director of Construction Services shall forward the request to the Chief of Staff along with any pertinent information. The Chief of Staff and the appropriate Deputy Commissioner of Operations or designee shall review the request

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and, if approved, shall seek the approval of DOA for the needed repairs, renovations or additions (except for items of routine maintenance not exceeding the sum of \$ 1,000.00).

All repairs, renovations, or additions in excess of one-thousand dollars (\$ 1,000.00) must be processed through the Division of Construction Services with subsequent approval by the DOA, if necessary. Additionally, the Department shall not enter into any service contract or preventive maintenance agreement for any of the operating systems that are contained within the State-owned residence without the prior approval of DOA.

Carpeting and floor covering for State-owned residences shall be procured at the direction of the Division of Construction Services. Carpet shall be considered as an operational expense, not a preventive maintenance expense, and shall be paid by the facility where the residence is assigned.

XIII. EMERGENCY REPAIRS TO STATE-OWNED RESIDENCES:

In cases of emergency or when prior authorization from DOA is not possible due to holidays or other situations occurring after normal business hours, the facility shall initiate any necessary repairs. The Warden or designee shall notify the Chief of Staff the next business day as to the need for the repairs and the estimated cost.

The Chief of Staff or designee shall advise DOA in writing of all information pertaining to the emergency repairs. This information shall be submitted to DOA within five (5) business days of the date of the repairs.

XIV. LONG-RANGE MAINTENANCE PROGRAM FOR STATE-OWNED RESIDENCES:

The Warden shall ensure that a detailed long-range maintenance program is developed for each State-owned residence at the facility. The long-range maintenance program shall include the following:

- A. Timely repair schedules;
- B. Equipment replacement and renovation schedules; and,
- C. Every day preventive maintenance activities.

Facility staff shall prepare a maintenance plan for each State-owned residence. Staff shall use the "Two (2) Year Residential Maintenance Plan" (Attachment V) when creating and monitoring this maintenance plan for the State-owned residence. The facility's Physical Plant Director shall maintain a copy of this form and update it as needed but at least every two (2) years.

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If a State-owned residence is determined to be of no use to the State or the Department, a written request for alternative use or razing shall be forwarded to the Chief of Staff or designee for consideration and forwarding to DOA.

XV. LEASE AGREEMENT:

The "Residential Lease," (Attachment III) shall be used as the rental agreement executed between staff and the Department. The purpose of the lease agreement is to protect the interests of both staff and the Department. The lease agreement shall be executed prior to the staff person being authorized to occupy the State-owned residence. All staff currently in State-owned residences shall be required to execute this agreement in accordance with this policy and administrative procedure.

All leases shall be written based upon the fiscal year (i.e. July 1 through June 30). Staff who are authorized to reside in a State-owned residence during the fiscal year, shall have the lease written from the date that the staff person is authorized to reside in the State-owned residence until the following June 30.

Once the lease agreement is properly executed, the Chief of Staff or designee shall ensure that it is filed with DOA within thirty (30) days of the time that the lease was duly executed.

The facility shall submit to the Chief of Staff or designee any additional information that is pertinent to any lease agreement involving the State-owned residence, including, but not limited to:

- A. Any modification of, or amendment to, the original lease agreement;
- B. Any change in occupancy that would affect the status of the original lease agreement; and,
- C. Any modifications, renovation or addition to the property to which the lease agreement pertains.

The Chief of Staff or designee shall ensure that this information is submitted to DOA within thirty (30) days of the time that it becomes known.

Any additional information, including but not limited to, renewals, amendments, or changes in occupancy must be in writing and signed by all parties to the original lease.

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XVI. REVIEW OF HOUSING ASSIGNMENTS:

In December of each year, the Warden shall review the roster of occupants of the State-owned residences at the facility. The Warden is to determine if housing assignments are appropriate and in accordance with this policy and administrative procedure. The report is to be completed and submitted to the Chief of Staff by January 1 of each year. The Chief of Staff shall discuss the review and roster of occupants of the State-housing units with the Deputy Commissioner of Operations to determine whether the assignment of the occupants continues to be appropriate. If the parties determine that a housing assignment is no longer appropriate or in accordance with this policy and administrative procedure, the Chief of Staff shall contact the Warden to discuss the assignment. The Warden shall be instructed to advise the occupant that he/she will be required to vacate State-owned residence in accordance with this policy and administrative procedure.

It is the responsibility of the Chief of Staff to forward the report of the State-owned residence reviews from the facilities and the Department's recommendations to DOA by July 1 on an annual basis. A determination shall be made in the report whether a particular staff person should continue occupancy in the State-owned residence. If DOA questions the appropriateness of a particular housing assignment that has been approved by the Department, the Chief of Staff shall contact the Warden for additional justification for the assignment.

The Department and the facility shall cooperate with DOA in the preparation of a Statewide Housing Inventory. The facility shall provide any information requested by DOA in the completion of this inventory. This inventory shall be used to determine whether a particular State-owned residence will continue to be used for staff housing.

XVII. RENT DETERMINATION:

It is the responsibility of the Department to determine the appropriate monthly rental rate of State-owned residences based upon the formula provided by the DOA. Rental rates shall not be based upon salary.

Rental rates shall be reviewed annually to determine appropriateness. The review of the rental rates shall be conducted at the same time that the housing assignment is reviewed. If the rental rate is to be modified, the modification shall be incorporated into the next lease agreement and the staff person shall be advised of the modification. If a rental rate other than the published amount is agreed upon by the tenant and the Warden or designee, the new rate shall be submitted to the Deputy Commissioner of Operations and

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Chief of Staff for review and approval. Negotiated rental rates must be justified and legitimate in order to be considered for review.

In consideration of the services provided by the staff residing in State housing, the Department shall recommend reasonable rental rates. All rental rates shall include utilities for the housing unit which will minimally consist of heat, water, sewage, electricity, trash pick-up, and, at the discretion of the Warden, basic telephone service. (Non-business long distance telephone calls shall be the responsibility of the resident.)

It shall be the responsibility of the facility to ensure that all necessary documents are completed to initiate and continue the collection of rents on all State housing occupied at the facility. All rent payments shall be made through bi-weekly payroll deductions as authorized through properly executed State Personnel Department forms or such other paperwork necessary for a valid payroll deduction.

XVIII. HOUSEHOLD EQUIPMENT:

It shall be the responsibility of the staff person to provide all household appliances that can be considered a convenience. (e.g., washer, dryer, freezer, microwave oven, automatic dishwasher, blenders, can openers, etc.) As refrigerators and kitchen stoves are considered a necessity, the Department shall provide these items, unless the staff person requests to purchase his/her own refrigerator or kitchen stove. If a staff person currently residing in a State residence has provided his/her own refrigerator or kitchen stove, the facility shall allow the staff person to continue to use his/her personal refrigerator or kitchen stove until the item needs to be replaced or the staff person moves out of the residence. At that time, the facility shall purchase a refrigerator and/or kitchen stove for the State residence. Stoves and refrigerators shall be considered as operational expenses, not preventive maintenance expenses, and shall be charged to the appropriate account.

The Department shall provide air conditioners to State housing. The air conditioning may be through a central unit or through window/wall mounted air conditioners. Staff persons who have provided their own air conditioners shall be permitted to continue to use their personal air conditioners until the air conditioners need to be replaced or the staff person moves out of the residence. At that time, the facility shall install a State-owned air conditioner(s) in the State residence. Prior to purchasing replacement air conditioners, the facility shall contact the Division of Construction Services to determine if the Department has a replacement unit available and to ensure that an efficient and cost effective model is purchased, if necessary, for the State residence. Stoves and refrigerators shall be considered as operational expenses, not preventive maintenance expenses, and shall be charged to the appropriate account.

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A water softener, dehumidifier, or any household appliance that ensures the preservation and maintenance of the existing structure, equipment, and utility systems at the housing unit shall be considered a necessary expense. These items shall be purchased and maintained at State expense. Maintenance of equipment shall include the provision of all supplies necessary to ensure the proper operation of that appliance, such as salt pellets for a water softener.

Commencing with the effective date of this policy and administrative procedure, any convenience household appliance currently supplied by the State in a State-owned residence shall be maintained in the unit. Such appliances supplied by the State shall be eliminated through attrition, breakage, or the vacating of the premises by the staff person. Nothing in this policy and administrative procedure is to be construed as to cause the removal of these appliances upon the effective date this policy and administrative procedure. In all instances, the purchase of household appliances by the Department shall be made consistent with applicable procurement statutes, guidelines and criteria, and the availability of funds.

The facility shall maintain a current and accurate inventory of all State-owned furnishings, fixtures, equipment, appliances, and other non-affixed State-owned property that is in each State-owned residence at the facility. The facility shall submit to DOA, along with the lease agreement, an accurate inventory of the State-owned items and furnishings within the housing unit.

DOA reserves the right to request, at any reasonable time, copies or facsimiles of the inventory list for any given State-owned residence. Additionally, DOA reserves the right to view and inspect, at any reasonable time, any and all State-owned furnishings, fixtures, equipment, appliances, and other non-affixed State-owned property that is kept within a State-owned residence.

Certain items are not authorized for use on or within State housing property. Items not authorized consist of the following:

- A. Hot tubs;
- B. Tanning Beds; and,
- C. Above ground swimming pools (small child pools are allowed);

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XIX. REMOVAL FROM STATE HOUSING:

During the period when a staff person is assigned a State-owned residence, it may become necessary to request that the staff person vacate the unit. The reason for such a request may be the termination of employment or change of position by the staff person, disciplinary actions, death of the staff person, the total or partial destruction of the State-owned residence, or for the best interests of the Department. If staff is requested to leave the State-owned residence, the Warden shall ensure that he/she is given written notice indicating the reason(s) he/she are being asked to leave and the date he/she is to vacate the premises.

The length of time staff is given to vacate a State-housing unit shall be governed by the reason that the staff person is asked to leave the premises. If the reason for vacating is the death of the staff, the spouse shall be asked to vacate the premises no later than one-hundred twenty (120) days after the death of the staff person. If staff is asked to vacate the premises due to a disciplinary action or a violation of the terms of the lease, the staff person shall vacate the premises within thirty (30) days from the date of the disciplinary action or the notification of the violation of the lease. A staff person that either voluntarily, or involuntarily, terminates his/her employment with the Department shall be required to vacate the premises within thirty (30) days from the date of termination. If the staff person is requested to vacate a State housing unit for any other reason, the staff person shall be given up to ninety (90) days to leave the premises at the discretion of the Warden. In cases where the staff person is no longer residing in the State-owned residence, or the staff person and his/her spouse are divorced and the spouse is not a staff person who would be authorized to reside in the State-owned residence, the spouse or other persons formerly residing with the staff person shall be given a reasonable amount of time, up to sixty (60) days, to vacate the premises.

In all other cases, the Warden shall consult with the Chief of Staff prior to making a final determination regarding the removal of the occupant of the State-owned residence. In all cases, DOA shall be notified when a request to vacate a State-owned residence is given to a staff person.

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XX. APPLICABILITY:

This policy and administrative procedure is applicable to all facilities operated by the Department which have State-owned residences as well as all staff assigned to those residences.

signature on file
Robert E. Carter, Jr.
Commissioner

Date