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| Title: Inventory Policy | |
| Effective Date: November 1, 2006 | Page 1 of 4 |

A. Policy

As part of its mission to provide resources to local law enforcement agencies, the Illinois Law Enforcement Alarm System (ILEAS) purchases and redistributes specialized equipment to those agencies. ILEAS will maintain an inventory of this equipment in order to maintain a constant assessment of its availability. ILEAS will conform to the inventory standards as established by the State of Illinois and any Federal granting agency as applicable in OMB Circular 133 and its supplement.

B. Purpose

The purpose of this document is to outline the ILEAS policy and procedure with regard to inventory of specific equipment and other items either issued to local agencies, special teams or maintained by ILEAS staff.

C. Definitions

1. **Equipment** - The Federal definition of equipment is, "Equipment is defined as tangible nonexpendable property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit."
2. **Title-Holder** – The title-holder is the entity which enters into the purchase order to acquire the equipment.

D. Procedure

1. Equipment Distribution/Agency Requirements

- a) ILEAS will create a documentation trail for every piece of equipment for which ILEAS is the title-holder that is purchased and distributed as well as equipment that is purchased for use in the Administrative Office.
- b) ILEAS will require all recipients of such equipment to:
 - 1) Participate in audits, inventories and inspections.
 - 2) Affirm that it has its own inventory, audit and usage policies that govern the management of the equipment.
 - 3) Notify ILEAS in writing if the equipment has been disposed of as described in D.7.
- c) If a jurisdiction received reimbursement funds to purchase a piece of equipment that meets the inventory standard, the jurisdiction is required to keep an inventory of the equipment, submit it to ILEAS and is subject to this inventory policy.

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| President Signature: | Vice-President Signature: |
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2. Annual Inventory

- a) ILEAS shall conduct an annual inventory of equipment as outlined in Section C.3 of this policy document.
- b) After ILEAS fiscal year 06/07, this inventory shall begin in April of each year and be completed by July 1st of the same year.
- c) A copy of the inventory report shall be provided to the ILEAS Governing Board, the Illinois Emergency Management Agency, the contracted financial auditors upon request and/or any Federal agency requiring such an inventory.
 - 1) the report shall include the following:
 - a. outline of the process in detail
 - b. a list of all agencies that have received equipment from ILEAS
 - c. a list of all equipment inventoried
 - d. projection of issues for the next annual inventory

3. Equipment & Items To Be Inventoried

- a) The Governing Board shall approve an annual list of what items will be inventoried in the annual inventory as described above. The ILEAS Executive Director and the Inventory Manager will provide the Governing Board with a list of specific items for the Governing Board's consideration.
 - b) This list shall contain the following equipment:
 - 1) Serialized communications equipment
 - 2) Equipment with a purchase cost of \$5,000 or more
 - i. The \$5,000 standard refers to the value of each item of equipment as it was purchased. The value is an aggregate based on the purchase value of the item and the value of any item(s) permanently or semi-permanently attached.
 - 3) Respirators (non-N95)
 - 4) Mobile Digital Computers
 - 5) Vehicles of every type (trucks, trailers, command posts, ATV's etc.)
 - 6) All office equipment at the ILEAS Administrative Office with a purchase cost exceeding \$200
 - 7) Computers and other information technology equipment with a purchase cost of \$1,000 or more
 - 8) Licensed software
 - 9) Any other item that the Governing Board, Executive Committee or the Executive Director deems necessary to inventory
 - c) Each item of equipment shall be identified by a minimum of:
 - 1) Basic description
 - 2) Manufacturer or brand
 - 3) Serial number or other specific identifying number
 - 4) Model number
 - 5) Source
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- 6) Title-holder
- 7) Acquisition date
- 8) Value
- 9) condition

d) This list shall be reviewed annually and adjusted accordingly.

4. Self-Certification

- a) ILEAS shall develop a method by which agencies can self-certify the equipment they have received from ILEAS
- b) ILEAS shall notify each local agency of the requirement to participate in the annual inventory
 - 1) Each agency will be given 42 days to provide self-certification as per the procedure as established in C.4.a above.
- c) All self-certifications must be completed by a specific, identified individual within each agency.
- d) An agency that fails to cooperate or complete a required inventory audit, shall not be eligible for any grants, equipment or reimbursements.
- e) ILEAS will conduct sample field inspections to ensure that agencies are complying with the self-certification program.

5. Field Inventories

- a) ILEAS shall establish a method for conducting field inventories. Said inventories shall be conducted under the following circumstances:
 - 1) Failure to self-certify as described in C.4 above
 - 2) All special team issued equipment
 - 3) Random sampling from each ILEAS Region
- b) ILEAS may appoint Field Inventory Inspectors to conduct field inventories. Field Inventory Inspectors shall:
 - 1) Be assigned by the Inventory Manager to physically inspect equipment pursuant to C.5.a above.
 - 2) Document the results of each field inventory
 - 3) Train local agency staff as to the inventory procedure
 - 4) Ensure that the agency being inventoried does indeed have its own procedures as described in C.1.b.2 above.

6. Inventory Manager

- a) The ILEAS Inventory Manager shall:
 - 1) Develop a detailed list of all applicable equipment and its location as described herein
 - 2) Oversee the self-certification process
 - 3) Enforce the inventory procedures
 - 4) Oversee and conduct field inventories
 - 5) Produce the annual inventory report
 - 6) Maintain inventory records
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7. Disposal

a) Equipment may be removed from the inventory under the following circumstances:

- 1) It is destroyed
- 2) It has reached the end of its serviceable life
- 3) It has been transferred to another agency with the approval of ILEAS
- 4) When the equipment is no longer needed for the original project or program, or for other activities supported by a Federal Agency

b) Equipment that reaches the end of its serviceable life shall become the property of the local agency and shall be disposed of pursuant to the agency's property management policy.

8. Special Teams & State Police

- c) ILEAS issues equipment to multi-jurisdictional special teams which must be inventoried. Given the decentralized nature of said teams, the identified Commander from each team is responsible for conducting and cooperating with the annual inventory.
- d) Each Team Commander shall conduct an annual inventory to coincide with Section D.2 above.
- e) The Inventory Manager shall ensure that a field inventory is conducted annually on the appropriate team equipment as described in D.3 above.
 - 1) Each required item of equipment shall be visually inspected during the field inventory
 - 2) Inventoried special team equipment shall be affixed with an identification tag specifically identifying the item
- f) Equipment purchased by ILEAS but shipped directly to the Illinois State Police shall be inventoried by the State Police and a report of said inventory provided to ILEAS.

9. Enforcement

Any agency which fails to fully cooperate with audits becomes ineligible for any other grant, reimbursement or financial consideration. They can still participate in mutual aid and operational activities, but cannot receive any funds from ILEAS until they do cooperate. ILEAS reserves the right to demand the return of any equipment issued to any agency, or purchased by an agency and reimbursed by ILEAS, that refuses or repeatedly fails to cooperate with an audit of any kind.
