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James Page
ILEAS
Executive Director

Chiefs, Sheriffs, Commanders of Special Teams Agencies:

April 7, 2017

As you remember, months ago we asked for “pay stubs/data” for all of our special teams members. This request was generated because the grant managers at IEMA began strict enforcement of rules governing payroll reimbursements in order to be better prepared for audit reviews at both the State and Federal levels. In addition, the Illinois Grant Accountability and Transparency Act (GATA) standards are being implemented as well. Reimbursement for special teams participation would not be paid until these standards are met. ILEAS, as well as MABAS, are required to modify our current processes to comply.

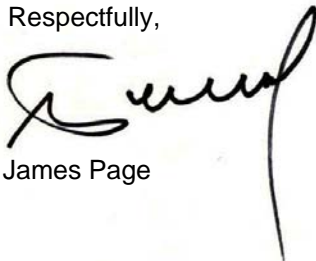
With regard to the original request for pay stubs, unfortunately much of the information sent to us contained “personal identifiable information” (such as social security numbers) that ILEAS should not be storing. We are very concerned about cybersecurity and want to make every effort to protect the team members’ personal information. Thanks to some dedicated efforts from our staff working with the grant managers at IEMA, we have reached an agreement about what documentation will be required with a minimum of effort on everyone’s part. The ILEAS administrative and IT staff have spent a great deal of time developing and implementing a system that will make it easier for everyone to meet the newly enforced rules regarding auditable federal expenditures. It will also keep sensitive and confidential data out of the ILEAS system.

Attached to this letter are the instructions for how to proceed. These instructions are also posted behind your password on your ILEAS resource web page where you do your OT/BF submissions.

We apologize for the additional work this is causing everyone. However, at the end of the day, this new process will better document exactly how the federal funds are being spent. I am confident that this additional documentation will demonstrate to any auditor that Illinois law enforcement takes its responsibilities seriously and that we are sufficiently organized to document exactly how these funds are invested. Both ILEAS and the participating agencies will be better protected as a result.

If you have any questions, please reach out to the ILEAS Special Teams Manager Skip Frost at 217-328-3800 or sgfrost@ileas.org.

Respectfully,



James Page

Instructions for Special Teams Agencies OT/BF Reimbursement Documentation

These instructions can also be found behind your password on your ILEAS resource web page.

- ILEAS is now required to obtain an individual letter from the agency Chief or Sheriff, specifying the (hourly) base salary rate of pay for each participating agency member. This base rate should be the rate used by your agency to multiply by 1.5X in establishing the overtime rate of pay for that particular officer.
- Any officer that participates on a Special Team, or acts in a backfill capacity, will need to have their pay documentation attached to their agency's reimbursement request.
- ILEAS has upgraded the reimbursement system to allow the required officer information letter to be uploaded, verified and stored.
- Posted is the sample format for this letter. Using cut and paste, transfer the narrative onto your department letterhead file. In order to keep the file size manageable, it is preferred that you digitally add your signature to avoid having to print, sign, scan and save each document in a format requiring a high amount of storage capacity.
- Save that base letterhead template, as you will need to submit one for each new officer before requesting reimbursement. ILEAS will store that letter for each officer submitted. ******You will not need to upload a new letter unless there is a change in rate of pay for that officer.******
- For each officer, enter the date, rank, name, and hourly base salary rate in the areas outlined. Create a document for each of your officers (team members as well as backfill) for uploading during the reimbursement process, and save as or export to PDF. This rate of pay will remain in effect for that officer until you update the information by submitting a new letter.
- Please ensure that the PDF you submit contains the information listed in the instructions, and is signed by either the Chief Executive of the Organization or the Finance Officer responsible for payroll. This will ensure consistency between all documents uploaded across the state.

A couple of very important notes:

- Please understand that the pay documentation/upload **must be completed for both special team members and any officer that performed backfill overtime!**
- Secondly, there should be pay data/documentation that is effective Oct. 1 of 2016. If there has been a change to a team member's or backfill officers rate of pay between Oct. 1, 2016 and their current rate of pay, then two document uploads would be required that verify their pay rate at the time the overtime/backfill was incurred.
- Due to fiscal year implications for most agencies across the state, this will be a non-issue. However, in the interest of compliance and accurate information, if an agency changes pay rates between Oct. 1 and the current date, that would need to be documented.
- **Deadline**
 - **Each agency must complete this process no later than June 15, in order to receive any reimbursement for special team overtime/backfill.**