

## BLOOMINGTON POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURE

#### ILEAS EQUIPMENT MANAGEMENT

Reviewed by: Lt. Timothy Stanesa	Effective Date: July 23, 2007
Authorized by: Chief Dan Donath	Revision Date: February 11, 2020

#### PURPOSE

The Illinois Law Enforcement Alarm System (ILEAS) provides equipment for use by local law enforcement agencies. This equipment is given free of charge and is expected to be maintained and inventoried as necessary. In order to accomplish these tasks the receipt, disbursement, and disposal of this equipment needs to be done in accordance with established policies.

#### POLICY

It shall be the policy of the Bloomington Police Department to keep an inventory of the location of all equipment granted to it by ILEAS. This inventory will include the model, manufacturer and serial number (if applicable) of all received equipment. This inventory will also include the location of the items and if the equipment has been disposed of in the manner and authority for such disposal. Property may only be disposed of in accordance with ILEAS guidelines.

This information will be maintained by the Training Lieutenant and will be available to any ILEAS authorized representative upon request.

#### DEFINITIONS

Equipment - for the purpose of this policy equipment is defined as tangible nonexpendable property having a useful life of more than one year.

#### RECEIPT OF EQUIPMENT

When any equipment is received from ILEAS they will be recorded in the appropriate database. This information will include the information on the equipment and the date received. Information on where the equipment is stored (if applicable) will also be recorded.

#### ISSUANCE OF EQUIPMENT

When any ILEAS issued equipment is issued, the date of issue will be recorded and the person to whom it was issued will also be recorded.

#### DISPOSAL OF EQUIPMENT

When any ILEAS issued equipment is disposed of the reason for disposal, date of disposal, manner of disposal, and authority for disposal will be recorded.

In accordance with ILEAS policy items may be disposed of under the following conditions:

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; or
4. When the equipment is no longer needed for the original project or program or for other activities supported by a Federal Agency.

Equipment that has reached the end of its serviceable life shall be disposed of in accordance with applicable City of Bloomington Policy.