

# Mutual Aid Box Alarm System – Illinois Policy – Practices – Guidelines Manual

Index #: A-04-06

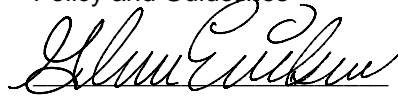
Adopted: 2/27/2019

Revised:

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Subject: Inventory  
Functional Area: Operations  
Category: Policy and Guidelines

Approved By:



## **POLICY**

The purpose of this document is to formalize the inventory process for all equipment purchased.

## **RESPONSIBILITY**

This policy will be the responsibility of MABAS employees that purchase, inventory and distribute equipment.

## **ACCOUNTABILITY**

Enforcement of this specific policy rests initially with the MABAS CEO, followed by Branch Chiefs.

## **REPORTING REQUIREMENT**

MABAS Operations Section Chief will be notified when inventory is entered and removed from service.

To allow for a more consistent and structured method of tracking assets belonging to MABAS-IL, the following guidelines have been established:

- All equipment owned/issued by MABAS-IL will be uploaded into an Inventory Management program (Salamander) for tracking.
- All documentation used to purchase equipment will be uploaded in Inventory Management program (Salamander) for tracking. Example: POR/PO/Founding source.
- All items delivered to the MRC must be inventoried prior to delivery to Branch Chiefs or Divisions.
- No equipment shall be issued/delivered directly to Divisions. All equipment that was not inventoried at MABAS Readiness center will be delivered to Branch Chiefs for inventorying prior to being distributed to Divisions.
- Branch Chiefs will work with MABAS staff to add documentation (POR/PO) into Inventory Management program (Salamander).
- All information must be entered to detail specific items: Quantity, Brand, Model, Serial Number, Model Number, Calibration/Testing/Expiration Date.
- Equipment issued prior to this policy will need to be re-inventoried using this new Inventory Policy.
  - Operations Branch Chiefs will have one (1) year to complete the update of inventory numbers and bar code labels during the Annual Staff Assistance Visit to each Division.
- When MABAS equipment is removed from service the Branch Chief will be notified by the department. It will be the responsibility of the Branch Chief to remove the equipment from the Inventory Management System (Salamander).
- The Branch Chief will also decide how equipment is removed from service.

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## Inventory ID System

The inventory character string is based on the Location/Division that the item has been assigned to, the group, audit status and the item number.

The inventory string must contain eight (8) characters \*\*\*\*\*. Letters will be all CAPS.

1. The first three (3) characters will reflect the issued or storage location.
  - **MRC** = Item located at the MRC.
  - **MIL** = MABAS-IL items issued around the State, not to a specific Division.
  - **D01, D15, D54** = Item issued to MABAS-IL Divisions.
  - **O\*\*** = Ops Chiefs
    - **\*CC** = Cook County
  - **\*NE** = Northeast
  - **\*NW** = Northwest
  - **\*SS** = South Suburbs
  - **\*EC** = East Central
  - **\*WC** = West Central
  - **\*SC** = South Central
  - **\*SI** = South IL
2. The fourth (4<sup>th</sup>) character will reflect the applicable sub group.
  - **C** = Command (IMAT kit, etc.)
  - **E** = Electronics (Radios, computers, Wi-Fi hotspot phones, etc.)
  - **F** = Fire (Chicago hydrant kits, etc.)
  - **H** = HazMat (Issued team equipment, Decon truck, etc.)
  - **S** = Support (Light Tower, Western Shelter, vehicle, etc.)
  - **T** = TRT (Issued team equip, etc.)
  - **W** = Water (Issued team equip, boats, sonar, etc.)
3. The fifth (5<sup>th</sup>) character will reflect the ITTF Inventory Audit Status.
  - **“Y”** for items costing over \$5,000 or meets other directed requirements (computers or other specific items).
  - **“N”** for cost under \$5,000.
    - Currently any item over the cost of \$5,000 must be accounted for during the ITTF Annual Audit.
4. The sixth (6<sup>th</sup>), seventh (7<sup>th</sup>), and eighth (8<sup>th</sup>) characters will be the item inventory number.
  - Numbers will be sequential starting at **001**.

## Inventory String Examples

- Division 1 HazMat Decon Truck = **“D01HY001”**
- Division 25 Light Tower = **“D25SY005”**
- North East Operations Chief Computer = **“ONESY003”**
- MABS-IL Vehicle = **“MILSY005”**