



CINCINNATI-HAMILTON COUNTY HOMELAND SECURITY



Homeland Security Grant Program Equipment MOU, Asset Transfer and Handling Policies and Procedures

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Issued By:

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Version Identifier: 1.0**1.0 Equipment handling and transfers**

Homeland Security Grant Program (HSGP) assets require special processing by the Cincinnati/Hamilton County Homeland Security (CHCHS). Several important procedures must be followed to ensure that HSGP purchased assets are properly handled and transferred.

1. MOU - An MOU is required to be on file from the county/department/agency receiving HSGP purchased equipment. This is required to be signed and in the possession of the CHCHS prior to an "Equipment Requisition". (New for January 1, 2008) Some delay may be possible due to specific language in the MOU in your respective county/department/agency. Please check with CHCHS regarding any questions you may have about your MOU and its filing status prior to completing an equipment requisition.
2. Asset Transfer Form - An Asset Transfer Form must be generated by CHCHS. It will be sent to the respective county/department/agency for verification and signature by the Department Director prior to receiving HSGP purchased equipment. Original signatures are required on this/these forms. Stamped signatures will not be accepted. Upon completion and return of form to CHCHS, agencies can make arrangements to have requisitioned equipment pickup or delivered to your county/department/agency.
3. Barcode Identification Tag - CHCHS will affix a barcode sticker to equipment of specific value (usually items costing \$1000 or more) prior to distribution to any county/department/agency. This identification tag will be unique to each piece of equipment. It will be labeled with the grant name and barcode number. This number will be used for inventory and tracking of each piece of equipment and should not be removed for any reason.
4. Equipment Handling - HSGP purchased equipment may not be transferred, disposed of, destroyed, or removed from its agency location without prior written approval from CHCHS.

2.0 Yearly Physical Inventory Listings

Physical Inventory Listings shall be distributed annually to all county/department/agency with a cover letter indicating when a physical inventory is required. Physical inventories are to be verified or conducted by the county/department/agency responsible for the assets. The following steps are necessary to complete the physical inventory:

1. Equipment items which appear on the listing, but cannot be found, should be identified with an "UTF" (unable to find) and reference a police case number if the items are known to have been stolen. A Property Activity Notification (PAN) report must be filed with the Inventory Control Managers office and a copy of the police report attached to the PAN report. *(This report can be found on the Hamilton County EMA web site.)*
2. If it is necessary to remove equipment from the existing location for more than 30 days (scheduled maintenance, repair, etc.), it is required that the asset's location be updated on a PAN report and sent to the Inventory Control Managers office. It is recommended that each county/department/agency maintain an equipment/inventory tracking log.

3.0 Equipment Maintenance and Records

The receiving county/department/agency and Department Director is responsible for the care, maintenance, and use of all HSGP purchased equipment in their custody. Authorizing Department Director should be aware of any specific equipment care and maintenance requirements defined by grants or contracts. The receiving county/department/agency management is responsible for its own equipment receipt, storage, preservation, record keeping, physical control, inventory, and disposal documentation.

A maintenance record must be kept for HSGP funded equipment. It is the equipment custodian's responsibility to care for HSGP funded property and to keep it safe. Care and maintenance includes periodic inspection, regularly scheduled lubrication, protection from exposure, and proper cleaning prior to storage. The goal is to maintain the efficiency and usefulness of the equipment for as long as possible. Records should be kept of maintenance, major repair, and deficiencies revealed during periodic inspection. Equipment identified as needing maintenance is as follows:

- Any motorized equipment
- Decon Trailers
- Hazmat Trailers
- MCI Trailers
- Monitoring devices
- Metering devices

4.0 Use of HSGP Purchased Equipment

Personal use of HSGP equipment is prohibited. Federal regulations incorporated into grants and contracts state that agency-owned equipment should be usable, needed, and currently in use to support the appropriate contract or grant. Obsolete, unneeded, or unusable equipment should not sit idle for any extended period of time.

When equipment is no longer needed or becomes unusable due to damage, loss, destruction, or deployment, the agency must notify CHCHS offices immediately. The Inventory Control Managers office will provide information on how the department's principal investigator/administrator or designee might request disposition instructions from the agency, or try to relocate the equipment to another department with written agency approval. Written authority from the sponsoring agency must be received prior to the surplus, movement, or disposition of HSGP property. It is a contractual commitment that HSGP equipment is in active use while in custody of a county/department/agency, and that disposal action is taken in a timely manner.

5.0 Stolen or Missing Equipment

Any theft should immediately be reported to the nearest police station. In addition, A Property Activity Notification (PAN) report must be filed with the Inventory Control Managers office and a copy of the police report attached to the PAN report. *(This report can be found on the Hamilton County EMA web site.)* Missing equipment which is later found can be easily reactivated by the Inventory Control Managers office.

6.0 Defective Equipment (Returned to Vendor)

To adjust tagged and inventoried equipment that is being returned to the vendor due to defect, complete a PAN report (change of location) and return to the Inventory Control Managers office. If the equipment is being replaced, CHCHS will retag the new item and indicate both the old and new tag numbers, as well as the old and new serial number of each asset in our database.

7.0 Damaged Equipment

CHCHS and the Inventory Control manager must be notified if damaged equipment needs replaced. A PAN report must be filed with CHCHS.