

Franklin County Joint Emergency Telephone System Board Policy for the Disposal of Fixed Assets

The Franklin County Joint Emergency Telephone System Board (FCJETSBS) will, from time to time, need to upgrade the fixed asset equipment it has provided to the 9-1-1 Administrative Office, the PSAPs or other public safety agencies. This action will result in having spare, obsolete or non-functional equipment on-hand that will need to be stored for a period of time.

Equipment that is removed from service but is still functional should be placed in storage at the 9-1-1 Administrative Office if there is a possibility of redeployment or if spare parts can be extracted. Information on this equipment shall be maintained in the FCJETSBS inventory system.

Transfer, Loan, Sale

If equipment removed from service is still functional but obsolete (in terms of future cost-effective utilization within the 9-1-1 System) it can be transferred or loaned to other Franklin County agencies with the understanding that *the FCJETSBS offers no warranties nor will it accept any responsibility for maintenance, repair, replacement or removal.* This equipment can be sold through a bid process with the understanding that there will be no warranties or responsibility for maintenance, repair, replacement or removal. Information on transactions of this type shall be maintained in the FCJETSBS inventory system. To avoid the appearance of a conflict of interest, 9-1-1 employees are not eligible to purchase FCJETSBS equipment for personal use.

Discard

If equipment removed from service is non-functional or if asset transfer, asset loan or asset sale are not timely or viable options, the fixed assets can be disposed of by taking them to a certified recycler/refurbisher site. Information on transactions of this type shall be maintained in the FCJETSBS inventory system. (Electronic devices are banned from being placed in landfills in the State of Illinois.)

Process

The 9-1-1 Director shall notify the Board when there are fixed assets that need to be disposed of. A list of all such fixed assets should be made available for the Board's review. The Board shall determine, by majority vote, the method of disposal to be used which may include transfer, loan, sale or discard. Regardless of the disposal method, an evaluation should be made to determine if there is confidential information stored in the equipment that should be removed prior to disposal.

Approved by a majority vote of the FCJETSBS on March 8, 2016.

Approved: _____ Date: _____
Amy Spotanski-Tipton, FCJETSBS Secretary