



# LAW ENFORCEMENT INVENTORY AUDIT-READINESS ASSESSMENT CHECKLIST

Be prepared before the auditors show up. Use this checklist to identify gaps, improve compliance, and build confidence in your equipment management system.

## ASSET CONTROL & ACCOUNTABILITY

- Can we account for every piece of assigned equipment—by officer, unit, or division?
- Do we track serial numbers, barcodes, or RFID tags for high-value items?
- Is there a clear chain of custody for controlled or sensitive gear (e.g., firearms, body-worn cameras)?

## MAINTENANCE & EXPIRATION TRACKING

- Are we alerted when gear is due for inspection, maintenance, or replacement?
- Do we have a process to track and replace expired items like body armor or medical supplies?

## DOCUMENTATION & AUDIT TRAILS

- Are gear assignments and returns automatically logged and time-stamped?
- Can we produce digital records quickly during an audit?
- Do we retain documentation for minimum state or federal retention periods?

## OFFICER SAFETY & READINESS

- Can officers easily verify and confirm their assigned equipment?
- Do supervisors have real-time visibility into inventory availability and condition?

## POLICY & COMPLIANCE

- Are our inventory policies standardized and documented?
- Have we recently reviewed or updated our procedures for asset tracking?
- Do we meet requirements for grant funding or accreditation bodies (e.g., CALEA)?

## RISK & LIABILITY PREVENTION

- Have we had any missing, lost, or unaccounted-for equipment in the last year?
- Can we demonstrate how our system helps reduce human error and manual entry mistakes?

## HOW DID YOU DO?

If you checked fewer than 10 boxes, it may be time to evaluate a digital inventory solution.



TAKE THE NEXT STEP TOWARD AUDIT CONFIDENCE AND OPERATIONAL READINESS.