



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: DRMS EQUIPMENT AND PROPERTY DISPOSAL NUMBER 11.3

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2017

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

PURPOSE

From time to time, Department of Defense equipment and property becomes available for purchase by law enforcement agencies. The purpose of this policy is to have a plan to dispose of purchased property in accordance with the conditions established by the Department of Defense.

POLICY

The Holmen Police Department shall dispose/destroy equipment in the proper manner, and insures that each item will be properly documented on the inventory as to the date, location of disposal.

PROCEDURE

I. EQUIPMENT DISPOSAL

- A. The Chief of Police will inventory all equipment upon receipt of property from the respective DRMO. The inventory will consist of acquisition date, current location of equipment/property and, if disposed, the date, location, and responsible individual for disposal/destruction.
- B. Property obtained from respective DRMOs will be placed into use within one year of receipt and utilized for a minimum of one year, unless the condition of the property renders it unusable.
- C. The Chief of Police will dispose of or destroy the equipment/property received from the respective DRMOs by:
 1. Discarding in trash;
 2. Auction/bid process;
 3. Returning demilitarized property to the respective DRMO.
- D. At the time of disposal/destruction, the Chief of Police will ensure that each item is properly documented on the inventory as to date, location, and responsible individual for disposal/destruction.

Chief of Police
Shane Collins