



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 410.08 SURPLUS PROPERTY 08-17-17

### PURPOSE

The purpose of this order is to outline procedures for identification/disposal of surplus property.

### POLICY

It shall be the policy of the Sacramento Police Department to identify and dispose of surplus property in the most economical and efficient method in accordance with City Codes.

### PROCEDURE

#### A. IDENTIFICATION OF SURPLUS PROPERTY

1. Section managers shall
  - a. Periodically review equipment, small tools, and furniture assigned to their respective units.
  - b. Complete an SPD 406 Surplus Property Disposal report detailing any City-owned property that is no longer fit or necessary for Department use and forward it to the Division Captain for signature.
2. The division captain or designee shall
  - a. Review the SPD 406 to determine if the property
    - (1) Is usable by other units in the Department.
    - (2) Is City property or if it belongs to another agency (e.g., obsolete radio equipment borrowed from another agency to monitor their frequencies.)
    - (3) Was obtained from a state or federal grant. NOTE: Property obtained from a grant cannot be sold until five (5) years after the grant has expired or permission has been obtained from the granting agency.
    - (4) Should be sold or destroyed based on type/condition.
  - b. Forward the signed SPD 406 to the Evidence and Property Section.

#### B. DISPOSAL OF SURPLUS PROPERTY

1. When the property is approved as surplus, the SPD 406 shall be forwarded to the Evidence and Property Section.
2. The Evidence and Property Section shall identify and be responsible for disposal of only those items that have auction value, require special handling (e.g., ammunition, firearms, toxic chemicals) and items that could be of use to other City Departments.
3. All other items to be disposed of shall be the responsibility of the individual sections.