



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **DRMS EQUIPMENT**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 6.33
ISSUED: 04/07/2025
EFFECTIVE: 04/07/2025
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: N/A

PURPOSE: All Law Enforcement agencies must have a disposal policy on file with the Office of Justice Assistance as a condition of participation in the 1033 Excess Military Property Program. The purpose of this Policy & Procedure is to provide guidance to members of the Portage Police Department when dealing with any DRMS issues.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. DRMS PROCEDURES

I. DEFINITIONS

- A. DRMO – Defense Reutilization and Marketing Office
- B. DRMS – Defense Reutilization and Marketing Service

II. DRMS PROCEDURES

- A. All equipment will be inventoried by the Chief of Police or designee upon receipt of property from the respective DRMO.

The inventory will consist of acquisition date, current location of equipment/property, and if property is DISPOSED OF: the date, location, and name of the individual that is responsible for disposal or destruction.

- B. Property obtained from a DRMO 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 or designee will dispose of or destroy the equipment/property received from the respective DRMO by:
1. Discarding in trash: any unusable equipment/supplies no longer serviceable and **NOT** demilitarized required.
 2. Auction/bid process: items no longer to be used, but having value.
 3. Returning all demilitarized required property to the respective DRMO.
 4. Document method of disposal/location of property.
- D. At the time of disposal/destruction, the Chief or designee will ensure each item is properly documented on the inventory as to the date, location and individual responsible for disposal/destruction.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 04/07/2025