



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • [www.cityofcoweta.ok.gov](http://www.cityofcoweta.ok.gov)

## Memorandum

To: Honorable Mayor and City Council  
From: Chief of Police, Michael Bell  
Re: Surplus Obsolete/Outdated Police Equipment  
Date: January 27, 2020

### BACKGROUND

The Police department has received new ballistic vest through a BIA grant and therefore currently has (10) ten outdated ballistic vest.

### STAFF RECOMMENDATION

The staff recommends that the police department be allowed to donate these vest to other police departments within the State of Oklahoma through the Oklahoma Associate of Chiefs of Police with the understanding that any department wishing to accept these vest must sign a hold harmless agreement with the City of Coweta.

### ATTACHMENTS

- Surplus Forms

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Police Department Contact: Chief Bell Date: 1-27-2022

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
10 ballistic vest	Excellent Good ✓ Fair Poor Unknown	UNK	UNK

Reason for being surplused: outdated equipment

Has it been offered for transfer to another Department within the City: NO

Has it been offered for transfer to another agency within the State: yes If so, to whom: \_\_\_\_\_

Donated to outside government agency: NO Name of agency: \_\_\_\_\_

Sold for scrap metal: NO To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: NO If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: NO Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: NO Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: NO

Item ready to be released to buyer with a copy of receipt attached: NO Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-7189 • FAX (918) 486-5366 • [www.cityofcoweta-ok.gov](http://www.cityofcoweta-ok.gov)

## Memorandum

To: Honorable Mayor and City Council  
From: Chief of Police, Michael Bell  
Re: Surplus Obsolete/Outdated Police Equipment  
Date: January 27, 2020

### BACKGROUND

The Police department has police equipment being stored at the City Garage which at this time has been declared surplus due to it being of no cost value, obsolete, and very outdated equipment.

### STAFF RECOMMENDATION

The staff recommends that the police department be allowed to donate this equipment to other police departments within our area and/or recycle/trash any equipment that has no value to the city.

### ATTACHMENTS

- Surplus Forms (5)

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Police Department Contact: Chief Bell Date: 1-27-2014

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
K9 Car for 2005 Charger	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Unknown	Donated to City	N/A

Reason for being surplused: Obsolete/NO longer used

Has it been offered for transfer to another Department within the City: NO

Has it been offered for transfer to another agency within the State: YES If so, to whom: To be offered to other police departments

Donated to outside government agency: NO Name of agency: \_\_\_\_\_

Sold for scrap metal: NO To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: NO If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: \_\_\_\_\_ Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: NO Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: NO

Item ready to be released to buyer with a copy of receipt attached: NO Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Police Department Contact: Chief Bell Date: 1-27-2020

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
<p>Charger Police equipment (power console, Light Bars, Radios)</p>	<p>Excellent Good Fair ✓ Poor Unknown</p>	<p>UNK</p>	<p>UNK</p>

Reason for being surplused: No longer used obsolete equipment

Has it been offered for transfer to another Department within the City: NO

Has it been offered for transfer to another agency within the State: yes If so, to whom: OK to Wagon PD OK to Inhouse

Donated to outside government agency: N/A Name of agency: \_\_\_\_\_

Sold for scrap metal: NO To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: NO If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: NO Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: NO Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: N/A

Item ready to be released to buyer with a copy of receipt attached: N/A Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Police Department Contact: Chief Bell Date: 01/23/2020

Items Requested to be Surplused: Police Light Bars ID/Asset Tag Number: N/A

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
<u>(2) Police Lightbars non-LED style</u>	Excellent Good <input checked="" type="checkbox"/> Fair Poor Unknown	<u>Unk</u>	<u>Unk</u>

Reason for being surplused: Outdated/Rplaced with new lights

Has it been offered for transfer to another Department within the City: No

Has it been offered for transfer to another agency within the State: Yes If so, to whom: OACP

To Be donated to other departments Milton PD OK

Donated to outside government agency: No Name of agency: \_\_\_\_\_

Sold for scrap metal \_\_\_\_\_ To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: no If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: N/A Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: \_\_\_\_\_ Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: \_\_\_\_\_

Item ready to be released to buyer with a copy of receipt attached: \_\_\_\_\_ Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Police Department Contact: Chief Bell Date: 1-23-2020

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
Vehicle Parts From 2006 Crownvic	Excellent Good Fair ✓ Poor Unknown	N/A	N/A

Reason for being surplused: No longer required will be through auction no value

Has it been offered for transfer to another Department within the City: NO

Has it been offered for transfer to another agency within the State: NO If so, to whom: \_\_\_\_\_

Donated to outside government agency: NO Name of agency: \_\_\_\_\_

Sold for scrap metal: NO To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: NO If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: NO Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: NO Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: N/A

Item ready to be released to buyer with a copy of receipt attached: N/A Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY  
SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: Police Department Contact: Chief Bell Date: 1-26-2010

Items Requested to be Surplused: Radios ID/Asset Tag Number: \_\_\_\_\_

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	PURCHASE PRICE
<u>Complete Vehicle Radios</u>	Excellent Good Fair <input checked="" type="checkbox"/> Poor Unknown	<u>unk</u>	<u>unk</u>

Reason for being surplused: Radios, power boxes, mics, and other accessories that are no longer used

Has it been offered for transfer to another Department within the City: NO

Has it been offered for transfer to another agency within the State: NO If so, to whom: \_\_\_\_\_

Donated to outside government agency: NO Name of agency: \_\_\_\_\_

Sold for scrap metal: NO To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: NO If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: NO Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: NO Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: NO

Item ready to be released to buyer with a copy of receipt attached: NO Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_