



## **SALE OF USED FIRE HELMETS OR POLICE EQUIPMENT AS MEMENTOS TO SWORN FIRE OR POLICE PERSONNEL**

### ***POLICY***

On occasion, sworn police and fire department personnel request to purchase incidental job-related items (such as fire helmets or police badges) as mementos of past service. The City Manager may approve the sale of such surplus items for no less than their current depreciated value. Firearms and other weapons cannot be sold by this procedure.

### ***PROCEDURE***

1. Upon receipt of a request from an employee within their respective departments to purchase incidental job-related items, the Fire Chief or Police Chief contacts the Purchasing Division to obtain the current depreciated value of the item.
2. The Fire Chief or Police Chief forwards a brief informational memo to the City Manager for approval.
3. If the request is approved, the Fire Chief or Police Chief notifies the employee of the decision and requests payment for the item.

### ***Reference:***

***City Council-approved policy dated 9/14/99***