

PSF-2.12 - Unclaimed & Surplus Property, Transfer or Donation Of

UNCLAIMED AND SURPLUS PROPERTY, TRANSFER OR DONATION OF *Administrative Rules Adopted by Police Bureau Pursuant to Rule-Making Authority* ARB-PSF-2.12

Section 1- Procedure

City Code Section 5.36.015 allows for the transfer of unclaimed property to City bureaus or departments for official use in carrying out their duties and responsibilities. This section allows the Bureau access to unclaimed property items (i.e., cameras, binoculars, etc.) for official use. City Code 5.36.011 allows the Bureau to donate surplus tangible personal property to other public agencies, to recognized nonprofit organizations or to individuals if the property has a current market value of \$2,500 or less. The commissioner of the bureau which controls the property determines and documents that:

- a. The property is not needed by the City but may be used for other public purposes.
- b. Donation of the property is in the public interest. Public interest is defined as benefiting the public in the areas of social, educational, cultural and health activities.

Request for Unclaimed Property

When an RU manager has an official need for an item of unclaimed property, the manager shall request the item by completing the Request for Transfer of Unclaimed Property form. This form along with an inter-office memo justifying the need will be routed through channels.

When the requested property is transferred to a unit/division, the RU manager receiving the property will notify the Fiscal Services Division (Fiscal), who will then add the item to the unit/division inventory, if applicable. Property having a value in excess of \$5,000 (as determined by the PED manager) will have a city property number assigned to it. The Chief or designee may, if necessary, grant written permission for property to remain unnumbered.

Any property sold in undercover operations must be documented. The monies received will be forwarded to the City Treasurer through Fiscal within one working day, or as soon as practicable after the sale is made.

PED will not be open to members to inspect the inventory for desired property. PED will maintain a list of property requested. Selection of items to be transferred will be at the discretion of the PED manager, or designee.

Requests for Donating Surplus Property

Unless otherwise determined by the Chief, the Bureau's policy is to donate only items that are law enforcement related. The donations will only be to another law enforcement agency with the exception that Bureau owned animals may be donated to individuals.

A letter regarding the donation of surplus property to the Police Commissioner will be prepared by the PED manager for the signature of the Chief. This letter will document that the property has a market value of no more than \$2,500, and the donation is in the public interest and complies with City Code 5.36.011.

A Hold Harmless Agreement form will be prepared for signature by the recipient.

A copy of the signed donation letter and signed Hold Harmless Agreement will be forwarded to the PED manager where it will be held on file. An annual report will be prepared by the PED manager for the Police Commissioner to be filed with the City Auditor once each fiscal year.

Section 2- References

City Code Section 5.36.011 Donation of Surplus Property

City Code Section 5.36.015 Disposition of Unclaimed Property

Hold Harmless Agreement (Property Evidence Division (PED)) Letter of Donation (PED)

Request for Transfer of Unclaimed Property Form (PED)

HISTORY

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