



# GENERAL ORDER

## General Order 500.02

### Surplus Property

#### BUREAU OF LOGISTICS

Issue Date: July 07, 2004

Revision Date: January 08, 2020

#### 1 APPLICABILITY

2 All Personnel.

#### 3 POLICY

4 All Howard County Department of Fire and Rescue Services' (Department) property will be disposed of in  
5 accordance with the direction prescribed in the most current Howard County Purchasing Manual.

#### 6 DEFINITIONS

- 7 ➤ **County Property** - Equipment, tools, resources, technology and other assets owned or leased by  
8 the County.
- 9
- 10 ➤ **Surplus Property** - County Property that is no longer needed by a work site and not wanted by any  
11 worksite. Also includes property that is beyond repair.
- 12
- 13 ➤ **Asset Control Manager** - The Asset Control Manager is designated by the Fire Chief and serves as  
14 the liaison between employees who receive fixed assets and the Department of Finance. The  
15 Asset Control Manager ensures that Departmental inventory and fixed assets records are kept up  
16 to date.

#### 17 PROCEDURES

##### 18 GENERAL:

19 The Department's Bureau of Logistics is responsible for coordinating the surplus of property with the  
20 Office of Purchasing as outlined in the most current version of the Purchasing Manual and Howard  
21 County Policy and Procedure 300.3: Disposition of Surplus Property. The Bureau of Logistics' Asset  
22 Coordinator will serve as a liaison for this process and ensure that the Department records are updated  
23 to reflect the disposition of any property declared as surplus. When the Department has Surplus Property  
24 (with the exception of CPUs, laptops, PDAs) that it no longer needs, the Asset Control Manger will  
25 prepare and send a Surplus Property Declaration form to the Office of Purchasing. If the Department has

26 CPUs, laptops and PDAs that it no longer be needs, the Asset Coordinator will work with Bureau of  
27 Technology Services (BOTS) to coordinate the surplus of this specific property.

28  
29 **RESPONSIBILITIES AND PROCEDURE FOR THE SURPLUS OF PROPERTY:**

30 **Responsibilities of Bureau Chiefs and Station Captains**

- 31 • Notify the Bureau of Logistics Battalion Chief or designee of the property eligible for surplus or  
32 reallocation via a memorandum and attach pictures of the item(s). The memorandum shall  
33 include a description of the Surplus Property and as much of the information as possible from the  
34 Surplus Property Declaration form, see Attachment A.

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36 **Responsibility of Bureau of Logistics**

- 37 • The Bureau’s Battalion Chief or designee will notify the Asset Coordinator of the Surplus Property  
38 that is no longer needed.
- 39 • The Bureau of Logistics will offer the property to other work sites if the condition of property  
40 warrants its reallocation.
- 41 • If the property is reallocated to another work site, the Asset Coordinator will update the inventory  
42 systems as appropriate for fixed assets.
- 43 • The Bureau of Logistics will complete the Surplus Property Declaration Form with any missing  
44 information as available via the inventory system and the Department records.
- 45 • The Bureau of Logistics will forward the Surplus Property Declaration Form to the Office of  
46 Purchasing and assist in coordinating the removal of the item for redistribution or disposal.

47 **REFERENCES**

- 48 • Howard County Policy and Procedure 300.3: Disposition of Surplus Property
- 49 • Purchasing Manual, Section Q: Surplus Property, Revised 2.5.2018
- 50 • Howard County Employee Manual, Revised 4.23.2019

51 **SUMMARY OF DOCUMENT CHANGES**

52 Changed Bureau of Support Services to Bureau of Logistics.  
53 Added definitions  
54 Identified Department procedure for surplus of property

55 **FORMS/ATTACHMENTS**

- 56 • Attachment A: Howard County Surplus Property Declaration Form

57 **APPROVED**

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63 Christine Uhlhorn, Fire Chief  
64 Office of the Fire Chief  
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Author:



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Bureau of Logistics