

# Georgia Department of Public Safety

## Policy Manual

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| <b>SUBJECT</b><br><b>STATE SUPPLIES, SERVICES AND SURPLUS EQUIPMENT</b> | <b>POLICY NUMBER</b><br><b>7.13</b>       |
| <b>DISTRIBUTION</b><br><b>ALL EMPLOYEES</b>                             | <b>REVISED DATE</b><br><b>6/4/2018</b>    |
|   | <b>POLICY REVIEWED</b><br><b>6/4/2018</b> |

### 7.13.1 Purpose

Establish a policy outlining the appropriate use of State supplies and services.

To outline the restriction placed on Georgia Department of Public Safety (DPS) members and their immediate family members regarding the purchase of Department of Public Safety surplus equipment at State public auctions.

### 7.13.2 Policy

Departmental employees are not authorized to use State supplies nor State services for personal use. Departmental employees and their immediate family members are prohibited from purchasing DPS surplus equipment from State public auctions. Immediate family members are defined in the Georgia DPS Nepotism and Favoritism Policy #5.05.

### 7.13.3 Procedures

- A. Departmental employees shall not use State supplies, such as stamps, stationery, oil, gasoline, tools, photographic supplies, etc., for personal use.
- B. State Services
  1. Mechanics, information technology (IT) personnel, or radio technicians shall not perform services on personal vehicles, radios or computers during working hours.
  2. When off duty, if services are performed by mechanics, computer technicians or radio technicians, state property shall not be used.
  3. Request to use Departmental equipment and personnel
    - a. Troop/Region Commanders/Section Supervisors are authorized to use Departmental equipment and personnel whenever they determine the request is within official duties.
    - b. Any unusual requests for the use of sworn members of DPS departmental vehicles, or equipment, shall be forwarded to the appropriate Adjutant, Commanding Officer, or Division Director for review and approval.
- C. State Surplus Equipment

1. The State Surplus Property Division of the Department of Administrative Services conducts public auctions of State surplus equipment throughout the state. At these sales, equipment no longer needed by the State is sold to the highest bidder.
2. Departmental employees and their immediate family shall avoid bidding at these sales in circumstances where an actual or perceived conflict of interest exists.