



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: 1033 Program

Number: 136-A

Effective Date: May 15, 2021

Revised Date: December 07, 2023

Rescinds: 136 – 1033 Program

Dated: 05-15-21

Approved By:

I. INTRODUCTION

This is the policy of the Myrtle Beach Police Department to ensure that our 1033 Program is in strict compliance with the rules and regulations set forth by the state of South Carolina's 1033 Program, as outlined in the current application letter and State Plan of Operations. The 1033 Program allows the more than 8,000 participating Law Enforcement Agencies to receive select Department of Defense excess property to assist in the enforcement of applicable federal, state, and local laws. This equipment is provided to the Myrtle Beach Police Department without charge.

II. PURPOSE

To provide guidelines and procedures for the approval, acquisition, inventory and inspection of equipment through the 1033 Program.

III. PROCEDURE

- A. Oversight - The Chief of Police will designate one staff member to serve as the department's liaison to the state of South Carolina's Law Enforcement Support Office (LESO) coordinator.
- B. Acquisitions
 - i. The Chiefs' designated liaison is the only one authorized to apply to receive items within the program.
 - ii. The department liaison will coordinate with the MBPD Division Commanders on a monthly basis in order to discuss any need or specific equipment request that they would like the liaison to search for through the 1033 program.

- iii. Prior to accepting any equipment from the Defense Logistics Agency, DLA, the department liaison will send a request for said equipment to the Chief, explaining the equipment requested as well as the agencies need and usage of the equipment.

C. Inventory

- i. The department's liaison will inventory all equipment upon receipt from the DLA. The inventory will consist of the equipment type, acquisition date, and current location of equipment. The liaison will also be responsible for ensuring that awarded property is properly entered into the Federal Excess Property Management Information system (FEPMIS) and this information will also be kept in a 1033 spreadsheet for internal review and accountability.
- ii. The Department's LESO Liaison will also be responsible for disposing of unusable equipment which is no longer serviceable and not required to be demilitarized (armored vehicles, weapons and certain tactical equipment...). The liaison will provide a destruction request to the chief for his/her approval.
- iii. At the time of disposal, the LESO Liaison will ensure that each item disposed of is properly documented on the agency's inventory as to the date, location, and responsible individual for disposal or destruction. If required, notification of disposal shall be made to the State of South Carolina's LESO Coordinator to have the item removed from the department's inventory.
- iv. The LESO liaison will conduct a documented annual inventory of all equipment, weapons or vehicle(s), except expendable equipment, acquired through the program(s). Any missing, returned, destroyed, sold, loaned, or disposed equipment or vehicle(s) shall be documented during this inventory; This inventory must be completed and submitted to the Chief of Police for review by January 30 of each year.

D. Authorization

- i. The department will maintain an updated list of authorized screeners. This list will be kept on file with the State of South Carolina's LESO coordinator. The screeners are authorized by the department to view property at area Defense Reutilization Marketing Office, DRMO, facilities.
- ii. As a requirement under DFA regulations, only two screeners are allowed per visit. "Screeners" will assist the departments LESO liaison in conducting an annual inventory of all property that meets the requirements set forth by the State Plan of Operations.

E. Inspection

- i. At least quarterly, all equipment and/or vehicle(s) acquired through the program(s) will be inspected for operational readiness. If the equipment and/or vehicle(s) is not operational or is out of service, the date and reason will be documented;
- ii. At least quarterly, a listing of equipment, if any, to be kept in or on the vehicle will be inventoried.

F. Records

The LESO Liaison will maintain the following records:

- i. The authorization, primary purpose, normal conditions, and the limitations of usage of equipment or vehicle(s);
- ii. A current list of all equipment and/or vehicle(s) acquired through the program, to include the type of equipment, serial number, make and model;
- iii. The necessary qualifications and training to appropriately operate, use, and/or deploy the equipment or vehicle(s);
- iv. A current list of all person(s) or position(s) authorized to operate or deploy the equipment and/or vehicle(s) acquired through the program;
- v. A current list of the person(s) or position(s) responsible for ensuring the readiness and maintenance of the equipment and/or vehicle(s) shall be maintained;