

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: August 24, 2021

SUBJECT/REASON FOR AGENDA ITEM: \_\_\_\_\_

Temporarily Alcohol Permit Waiver  | Open Container Law Waiver   
Other: \_\_\_\_\_

***Please be specific about the reason to be on the agenda.***

**Introduction of an ordinance declaring movable property as surplus and providing for a donation to benefit public safety. 6 Digital Ally Body Cameras & 1 docking station.**

Requested By:

Requested By: Purchasing  
NAME: Jana Thurman Soileau  
ADDRESS: \_\_\_\_\_  
PHONE # \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks\_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

**BELOW TO BE FILLED OUT BY COUNCIL CLERK**

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DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Lisa Cockerham Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

Kip Andrews  
Council President

\_\_\_\_\_  
Lisa Cockerham

\_\_\_\_\_  
Date

**City of Hammond Purchasing Department  
Surplus/Transfer Request Form  
[Use a Separate Form for Different Dispositions]**

<b>I.</b> Department Name: <u>Police</u>		Date: <u>8/18/2021</u>
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Approved By: <u>[Signature]</u>	Fax:	Ext.:
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**Requested Disposition:**

Surplus item(s) to City of Hammond Property Control  
 Department wishes to keep item(s) & dismantle for parts to repair like equipment.  
 Transfer tagged property to \_\_\_\_\_ Dept\*  
 New Location: Springfield Police Dept.

**NOTE: \*IF PROPERTY HAS BEEN MOVED-COMPLETION OF SECTION III IS REQUIRED.**

PROPERTY #	DESCRIPTION OF PROPERTY	LOCATION	CONDITION
<u>N/A</u>	<u>1-Digital Ally Docking station</u> <u>6-Digital Ally Body Cameras</u> <u>Switch to Axon Camera</u>	<u>Purchasing/Fleet</u>	<u>Good</u>

**II. THIS SECTION TO BE COPMPLETED BY PROPERTY CONTROL STAFF**

Form Received By Property Control	Date:
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To be transported by Physical Plant to PC Surplus  
 To be transferred to another dept as indicated  
 None/Property delivered with form by department  
 Authorization for dept to cannibalize for parts

Authorized By Property Control:	Date:
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**III. ATTENTION:  
DO NOT SIGN UNTIL ITEMS ARE PICKED UP OR TRANSFERRED**

Released By: <u>Lt. A. Reher</u>	Dept Name: <u>Police</u>	Date: <u>8/18/21</u>
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Received By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8/18/21</u>
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Completed By: <u>[Signature]</u>	Dept Name: <u>Purchasing</u>	Date: <u>8-18-21</u>
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## Digital Ally docking station and body cameras

1. Docking station S/N- FF00-009
1. Body camera S/N- 05D1-6895
2. Body camera S/N- 05D1-68CF
3. Body camera S/N- 05D1-68C2
4. Body camera S/N- 05D1-68BO
5. Body camera S/N- 05D1-689F
6. Body camera S/N- 05D1-6899

