





Office Surplus Policy

CHAPTER:	1000	Number:	1002	REVIEWED	6/09/2026
ENACTED	8/08/2021		NEXT REVIEW:		6/09/29
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			Jim Gillard, Chair		

I. Purpose:

The purpose of the Surplus Policy is to provide a clear and concise guideline for the disbursement/disposal of all Kitsap County EMS & Trauma Care Council surplus property. KCEMS & TCC intends to maximize the use of all equipment and furniture. The surplus disbursement/disposal procedures that follow will ensure that the KCEMS & TCC property has provided a value beyond its worth and that its disbursement/disposal will be conducted in an equitable, efficient, and cost-effective manner.

II. Policy:

It is the KCEMS' policy to receive the maximum amount of value from a piece of equipment or furniture. When it has been determined that no further value is to be realized by the Office Administrator through the utilization of a particular piece of equipment or furniture said item shall be declared surplus. Once declared surplus, items will be disposed of as outlined in the following procedures. The KCEMS Office Assistant has the primary responsibility to monitor compliance with this policy

III. Procedure:

1. Surplus Declaration Process

When it is determined by the user that an item has served its original purpose and no longer provides value to the department, this item shall be slated for determination of eligibility for the surplus disbursement/disposal program. A list of eligible items to be surplus/disposed of, will be kept by the Office Administrator. Periodically as needed, the list will be added to the KCEMS Council agenda for consideration. The list will be approved for surplus/disposal at the respective meeting through a motion and vote.