

Equipment Turn-In Instructions:

**Be sure to obtain a signature from your Troop/Unit Commander, and Fleet if applicable, on the DPS-1036-C Form prior to your appointment date. Please also have a copy of DPS-235-C Form for each of the box on the 1036 Form on your appointment date.

CONDUCTED PRIOR TO YOUR RETIREMENT APPOINTMENT

Troop/Unit – Lasers, radars, or other unit specific items should be turned into your troop or unit commander prior to arrival to your appointment.

Fleet – Discuss with your Master Sergeant or Unit Commander how they want to handle your assigned vehicle. If the vehicle will be left at the Troop or Unit, obtain a signature from your Commander prior to your turn in event.

CONDUCTED AT YOUR RETIREMENT EVENT: All these items will be turned in at one time, at the CPSAAA Garage located at the Complex, 295 Colony Rd. Meriden.

Training Academy – Academy Instructors will be at the event to collect these items. Please fill out the Weapons Transfers form prior to arrival. A weapons transfer form will need to be completed for firearms and tasers.

Items that will be turned into TA are: Pistol & Rifle w/ mags and ammo, Taser with holster and cartridges, gas mask with filter and hydration kit, Tactical Vest and Helmet, First Aid and IFAK Kits, Naloxone, Personal Radiation Detector, OC Spray with holder, Handcuffs, Baton with holder and POSTC Certification Card.

Quartermaster – Quartermaster will be open during your appointment to turn in QM items.

Items that will be turned into QM are: All leather, Bullet Proof Vests, Flashlight, Hats, Jackets, Parka, Raincoats, Shirts, Sweater, Tape Measure, Traffic Vests and Trousers.

CTS – Please place all of your portable radio equipment (radio, A/C and D/C charger, lapel mic, ear piece, spare battery) in a brown paper bag from your evidence room and staple a copy of the DPS-235-C to the bag. The bag does not need to be sealed.

IT – Please place your body cam, magnet and clips in a clear plastic bag from your evidence room. If you are assigned a laptop (non-mdt), tablet, cell phone or key card, please place these applicable items in clear plastic bags. **PLEASE INCLUDE THE UNLOCK PASSCODE AND APPLE ID PASSWORD WHEN TURNING IN YOUR IPHONE.** All these clear bags will then be put into a brown paper bag from your evidence room and a DPS-235-C staples to the bag. If there are too many items that won't fit into a brown paper bag, then please just put the items, separated, in a cardboard box with the 235 form inside.

Fiscal – Gas cards, phone cards and if applicable, credit cards will be put into a small plastic bag from your evidence room and staple a copy of the DPS-235-C to the bag.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Division of State Police



WEAPON TRANSFER

Date:	Training Academy Use Only: <input type="checkbox"/> Firearms <input type="checkbox"/> Taser <input type="checkbox"/> Other	
From Troop/Unit:	Name:	Employee Number:
To Troop/Unit:	Name:	Employee Number:
Full Weapon Description Make and Model:		
Serial Number:	Cartridge Serial Numbers <input type="checkbox"/> #1: <input type="checkbox"/> #2:	
Authorized by (Signature):	Printed Name of Authorizing Party:	Comments:

White Copy – Training Academy / FTU

Yellow Copy – Receiving Party

Pink Copy – Releasing Party

DESPP-0292-C (New 11/29/17)

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To Troop/Unit:	Name:	Employee Number:
Full Weapon Description Make and Model:		
Serial Number:	Cartridge Serial Numbers <input type="checkbox"/> #1: <input type="checkbox"/> #2:	
Authorized by (Signature):	Printed Name of Authorizing Party:	Comments:

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