



EQUIPMENT ISSUE & RETRIEVAL DOCUMENTATION FORM

On _____ I ☐ issued to _____
Date _____ ☐ retrieved from _____
Name OAKS ID Assigned to (Unit/Section/Bureau)

the following state equipment:

SAFETY EQUIPMENT

☐ A FIREARM:	Make:	Model:	Serial #:	OAKS Asset #:
☐ SPEED LOADERS or MAGAZINES:	Type:	Number:		
☐ DUTY AMMUNITION:	Type:	# Rounds:		
☐ PRACTICE AMMUNITION:	Type:	# Rounds:		
☐ A FIREARM HOLSTER:	☐ Left handed		☐ Right handed	
☐ MAGAZINE POUCHES:	# Issued:			
☐ BODY ARMOR:	Size:	OAKS Asset #		
Body Armor Front Serial #:		Body Armor Back Serial #:		
☐ PEPPER SPRAY CANISTER:	Serial #:	☐ PEPPER SPRAY CASE		
☐ HANDCUFFS:	Make:	Model:		
☐ HANDCUFF CASE				
☐ BADGE: Type:				
☐ BADGE CASE				
☐ BODY WORN CAMERA	Make:	Model:	OAKS Asset #	
☐ BWC CHARGER	Make:	Model:	OAKS Asset #	
☐ GLOCK BOX	Make:	Model:	OAKS Asset #	

COMMUNICATION & COMPUTER EQUIPMENT

☐ CELLULAR PHONE/BLACKBERRY:	Make:	Model:	OAKS Asset #
☐ MOBILE COMPUTING DEVICE:	Make:	Model:	OAKS Asset #
☐ OTHER:	Make:	Model:	OAKS Asset #

OFFICE EQUIPMENT

☐ KEYS:	Type:	# Keys:	
☐ OTHER: Type:	Make:	Model:	OAKS Asset #

OTHER EQUIPMENT

☐ GLOCK LOCK BOX:	Make:	Model:	OAKS Asset #
☐ MARCS RADIO	Make:	Model:	OAKS Asset #
☐ CHARGER:	Make:	Model:	OAKS Asset #
☐ OTHER: Type:	Make:	Model:	OAKS Asset #

Signature of Manager Issuing / Retrieving Equipment:

Date:

Signature of Employee Receiving / Surrendering Equipment:

Date: