



# Diamondhead Police Department

5000 Diamondhead Circle, Diamondhead, MS 39525  
(228) 222-4649 Fax (228) 222-4654



2025-296

Date: November 5, 2025

To: Jeannie Klein  
City Clerk  
City of Diamondhead

From: Captain Darryl Russell  
Diamondhead Police Department

Subject: Request for Removal of Motorola VHF Car Radios from City Inventory

Dear Mrs. Klein

This letter serves as formal notification that the Diamondhead Police Department is requesting the removal of seven (7) Motorola PM400 VHF car radios purchased in 2012 and 2013 from the City's equipment inventory.

These radios have reached the end of their useful service life and are no longer functional or compatible with current department communication systems. They have been replaced with upgraded communication equipment that is fully integrated with the department's modern radio network.

As these older radios are no longer in use and cannot be repurposed, I respectfully request that they be formally removed from the City's fixed asset records to accurately reflect the department's current equipment holdings.

Please advise if any additional documentation, serial numbers, or verification is required to complete this removal.

Sincerely,

A handwritten signature in blue ink that reads "Darryl Russell".

Captain Darryl Russell

Asset ID:00000140	PM400 Mobile Radio	SN:019TNN5055
Asset ID:00000147	PM400 Mobile radio	SN:019TNN5563
Asset ID:00000153	PM400 Mobile radio	SN:019TNN5077
Asset ID:00000163	PM400 Mobile Radio	SN:019TNN5036
Asset ID:00000173	PM400 Mobile Radio	SN:019TNN5037
Asset ID:00000196	PM400 Mobile Radio (Tag missing)	SN:019TNU3361
Asset ID:00000197	PM400 Mobile Radio (Tag missing)	SN:019TPC8773

A handwritten signature in blue ink that reads "Jeannie Klein".



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Date: November 5, 2025

To: Jeannie Klein  
City Clerk  
City of Diamondhead

From: Captain Darryl Russell  
Diamondhead Police Department

Subject: Request for Removal of Inoperable Paper Shredder

Dear Mrs. Klein,

This letter serves as formal notification that the Diamondhead Police Department is requesting the removal of a Swingline Shredder from the City's inventory.

The Swingline paper shredder was purchased in 2019 and has reached its end of life. It is no longer in use, has no residual value, and cannot be repurposed within the department. Accordingly, I respectfully request that the item be formally removed from the City's fixed asset and equipment inventory to accurately reflect the department's current equipment holdings.

Please let me know if any additional documentation, serial numbers, or verification is required to complete this process.

Sincerely,

A handwritten signature in blue ink.

Captain Darryl Russell

Asset ID: 0000048, Swingline Shredder

SN: 1758605D/PM1822803987

A handwritten signature in blue ink.