

LOST / DESTROYED EQUIPMENT STANDARD OPERATING GUIDELINE

DATE APPROVED:

I. SCOPE

This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.

II. REPORTING PROCEDURE

- A. On discovery that a piece of equipment has been lost, damaged, or destroyed, the member shall notify the fire chief.
- B. When equipment is damaged by a member, he/she will forward a memorandum to the fire chief explaining what happened. A copy of the memorandum will be kept in the members personnel file.

III. RESPONSIBILITIES

- A. It is the responsibility of every member of the department to properly use and maintain the equipment assigned to them.

IV. ACCOUNTABILITY

- A. The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department or other agency or private individual will result in appropriate disciplinary action.
- B. As a part of the disciplinary process, the individuals responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.