

## **West Sand Lake Fire District No 1**

### **Damage to Property**

#### **I. POLICY**

This policy sets forth the requirements for reporting the loss, damage to, or destruction of portable equipment owned by the West Sand Lake Fire District No. 1.

#### **II. PROCEDURE**

##### **ISSUED EQUIPMENT:**

Property that has been issued members of the department that belongs to the district shall remain in the control and custody of the member that it was assigned to.

If the property becomes damaged, lost or stolen, the member shall notify a Chief Officer within twenty four (24) hours of the incident.

##### **III. EQUIPMENT ON APPARATUS:**

Property that is on district apparatus and/or vehicles that is damaged, lost, or stolen shall be reported immediately to the Line Officer.

On discovery that a piece of portable equipment has been lost, damaged, or destroyed, the member shall record his/her findings on an Incident Report and forward it to the Chief Officers.

Failure to conform to this policy may result in disciplinary action.

If the lost or damaged item is replaced from existing inventory, note it on the incident report

#### **IV. RESPONSIBILITIES**

It is the responsibility of each member to maintain all equipment assigned to his/her and to keep the station and apparatus in a constant state of readiness.

It is the responsibility of every member of the department to properly use and maintain the equipment assigned to him/her.

## **V. ACCOUNTABILITY**

The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the District, Fire Company or other agency or private individual will result in appropriate disciplinary action.

As a part of the disciplinary process, the members responsible for the loss or destruction may be required to reimburse the appropriate agency or individuals for the costs to repair or replace the items in question.

Reviewed: January 23, 2012