

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Lost or Stolen District Property

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Board Chair

POLICY:

Equipment and supplies purchased by East County Fire & Rescue remain the property of the District, unless otherwise documented in District policy.

Equipment and materials assigned to members for use in delivery of District goals and objectives becomes the responsibility of those members. Therefore, care, maintenance and protection of those District materials and supplies is directly assigned to those members, and those members are accountable to the District for performance of that care, maintenance and protection.

Members also have a responsibility for the care, maintenance and protection of equipment and materials that are not assigned directly to them when using such equipment and material in the delivery of District goals and objectives. Members shall use due care in the use of such items and shall ensure that such equipment and materials are returned or replaced for future use.

1.0 Member-Assigned Equipment and Materials

- A. Members shall possess no District equipment that is not documented by the Fire District and assigned to said member.
- B. When not using assigned equipment (turnouts, radios, wildland gear, etc.) at District incidents and activities, the member shall take reasonable precautions to protect such equipment:
 - a. Lock vehicle or home
 - b. Keep gear locked in the trunk
 - c. Obscure equipment with turnout bags, etc.
 - d. Keep equipment out of sight
- C. When using assigned equipment at District incidents and activities, the member shall take reasonable precautions to protect such equipment:
 - a. Do not set portable radios or other equipment on running boards, side steps, compartment tops, etc., of apparatus or other vehicles
 - b. Do not set equipment in the travel path of apparatus or near their wheels
 - c. Keep your gear together, not strewn about the scene— monitor your gear
- D. Maintain equipment and materials in good working order.
 - a. Clean it when dirty
 - b. Have it repaired when damaged
 - c. Periodically inspect its condition and operation
 - d. Report it missing to an Officer within 48 hours of its loss, or within 48 hours of when the member notices that it is missing.
- E. Members may be held financially responsible for assigned equipment and materials when theft, loss or damage occurs and the member is found to have not made reasonable attempts to protect such assigned equipment and materials.
- F. The District may require the return of assigned equipment when members fail to exercise due care and/or reasonable precautions in the storage and/or use of such equipment and materials.

2.0 Common Use Equipment and Materials

- A. Members shall exercise due care when using equipment and materials that are provided in stations, on apparatus, etc., for use in the delivery of District goals and objectives:
 - a. Use equipment appropriately, within the manufacturer's guidelines, and exercise due care to avoid unnecessary damage to such equipment.
 - b. Return equipment to its assigned location.
 - c. Perform a quick area search for stray equipment prior to leaving the scene.
 - Apparatus drivers/operators are responsible to check for the return of all equipment to their rig prior to leaving the scene.
 - d. Check for the presence of equipment and restock after return to the station.
 - Return to the scene as quickly as possible if equipment is found to be missing.
 - e. Clean dirty equipment.
 - f. Have damaged equipment repaired.
 - g. Notify an officer when equipment is found to be missing.
- B. Members may be disciplined for
 - a. Causing damage to equipment through misuse or negligence.
 - b. Using excessive amounts of supplies.
 - c. Unauthorized use of District equipment or supplies.
 - d. Theft of District equipment or supplies
- C. Members may be held financially responsible for:
 - a. Negligent use of District equipment or supplies
 - b. Deliberate damage to or destruction of District equipment or supplies

3.0 State Auditor's Office

- A. Revised code of Washington (RCW 43.09.185) requires that all state agencies and local governments **immediately** notify the State Auditor's Office (SAO) in the event of a known or suspected loss of public funds or assets or other illegal activity. Administrative staff shall refer to the "Reporting Losses of Public Funds or Assets or Other Illegal Activity" section of the BARS Cash Manual for guidance.

4.0 Notification of Law Enforcement

- A. The Fire Chief shall make certain that law enforcement is notified when equipment and/or materials are thought to have been stolen from District apparatus and/or facilities.
 - a. A police report shall be filed and a copy obtained for Fire District records.
- B. Members shall notify law enforcement when Fire District equipment and/or materials that were under their supervision have been stolen.
 - a. A police report shall be filed and a copy obtained and forwarded to the Fire Chief for Fire District records.
 - b. Any member who is unwilling to file a theft report with law enforcement shall be held financially responsible for the loss.

5.0 Insurance Claims

- A. The Fire Chief shall provide the Board with his recommendation on making or not making an insurance claim for lost or stolen items.
 - a. The Board shall have the final determination on whether or not the Fire Chief files such an insurance claim.