

COPY

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

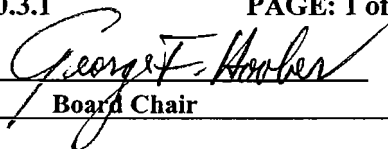
SUBJECT: Attractive Assets

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APPROVED BY:


Board Chair

REVIEWED: _____

BY: _____

POLICY:

In accordance with RCW 52.14.00, it shall be the policy of East County Fire & Rescue that all equipment; tools; electronic devices; and other items such as; laptop computers, radios, cameras, phones (both standard and cell), phone cards, credit cards, Personal Digital Assistants (PDA's), minitors, including alpha pagers (when paid for by the district); purchased or procured by the district, are the property of the district and shall only be used for the purpose of district business, unless specifically authorized otherwise.

Such items that are portable and/or subject to misuse shall be considered *Attractive Assets* and be signed for by a specific individual. Items identified as *Attractive Assets* will be controlled by inventory procedures as set up by the Chief. These procedures shall list the items, serial numbers, date of issue, designated purpose of use and name the individual responsible for the item, and other such information that the Chief may deem necessary.

The misuse, loss, or involvement in any activity not specifically authorized, may subject the individual(s) involved to disciplinary action and/or criminal prosecution.

The misuse, loss, or illegal use shall be reported to the Board of Commissioners, the appropriate law enforcement agency and in accordance with RCW 43.09.185 shall be reported to the State Auditor's Office.