

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
LOST, STOLEN, OR DAMAGED EQUIPMENT	112	June 15 th , 2005	

PURPOSE

To establish Fire District policy and procedures for the proper management of matters concerning lost, stolen, or damaged equipment and/or apparatus.

POLICY

Members who may become aware of lost, stolen, or damaged Fire District equipment and/or apparatus shall promptly report such conditions in accordance with the procedures contained within this policy.

PROCEDURES

Any member who becomes aware of lost, stolen, or damaged Fire District equipment and/or apparatus shall notify his/her supervisor immediately.

If damage is severe enough and/or the incident requires emergency attention, contact the Deputy Chief (after hours/weekends contact the On-Call Chief).

The Deputy Chief shall make an assessment as to whether or not theft or vandalism has occurred and, if necessary, notify the appropriate Law Enforcement Agency. An Inter-Office Memo to the Deputy Chief must be written for any theft of District property.

The member responsible for the loss/damage or discovers the theft of the property in question must complete the "Lost/Stolen/Damaged Equipment Form" (example attached) and forward it to his/her supervisor for their signature. When appropriate, an accident report form will need to be completed in addition to this form.

1. The problem shall be described as thoroughly as possible on the form.
2. The Company Officer will sign the form, acknowledging that he/she is aware of the problem.

The "Lost/Stolen/Damaged Equipment Form" must be completed for all lost, stolen, or damaged property and must be submitted to the Deputy Chief within 24 hours of the incident.

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



1. The Deputy Chief will take the following action:
 - a. Forward a copy to Assistant Chief of Fleet and Facilities when applicable.
 - b. Track and document the date, time, and individual's name taking corrective action.

The Deputy Chief shall notify the Fire Chief of the situation and those actions which have been taken.

The Assistant Chief of Fleet and Facilities shall be notified of any lost, stolen, or damaged equipment and/or apparatus that requires their attention, by the Deputy Chief.

RESPONSIBILITIES

All personnel shall be responsible for completing the “Lost/Stolen/Damaged Equipment Form” when applicable.

The Deputy Chief, in coordination with the Assistant Chief of Fleet and Facilities, shall make the necessary arrangements and/or delegate the responsibility to provide replacement or repairs for lost, stolen, or damaged equipment and/or apparatus.

Larry Behrens

Larry Behrens, Fire Chief

June 15th, 2005

Date



LOS PINOS FIRE PROTECTION DISTRICT LOST/STOLEN/DAMAGED EQUIPMENT REPORTING FORM

NAME:	SHIFT ASSIGNMENT:
EQUIPMENT TYPE:	
PROBLEM:	
COMPANY OFFICER:	DATE:

The following section is to be completed by the Deputy Chief or personnel assigned to correct the problem.

ACTION TAKEN TO CORRECT PROBLEM:

NAME:	
DATE:	TIME:

RETURN TO THE DEPUTY CHIEF UPON COMPLETION OF
THE APPROPRIATE ACTION