

Washington Township Fire Department Standard Operating Procedure

Division 500: Maintenance
Section 504: Protective Clothing & Equipment
Subject 504.01: Department Issued Equipment
Supersedes: General Order 76-3 (4/25/97)



Approved By:

Date: January 31, 2005

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PURPOSE:

To establish guidelines for individual responsibility and accountability of department issued equipment under the direct control of each member, especially such equipment that may be off site from department facilities.

RESPONSIBILITY:

It is the responsibility of each member to be familiar with and adhere to the guidelines of this policy.

PROCEDURES:

Members will be issued certain department owned equipment necessary to complete their assigned duties and responsibilities. Job required equipment will be of the type, quality, brand, and quantity as determined by the department. Equipment may include, but is not limited to, keys, identification badges, protective clothing and equipment, jumpsuits, shirts, trousers, belts, badges or insignias, shoes, boots, gloves, hats, jackets, coats, sirens, emergency lights, or radios.

Department issued equipment is to be used by members during the course of their work at the department. No member shall loan, rent, lease or otherwise allow another person or entity to benefit from the use of department issued equipment, unless authorized by an officer of the department.

Department issued equipment shall remain under the members' control either on site at facilities of the department, or off site to the convenience of the member. When department issued equipment is kept off site from department owned facilities, the member is responsible for any loss or damage to the equipment.

Department issued equipment damaged through use or normal wear and tear will be replaced as needed, or as requested by the member. Each member may be held accountable personally and/or financially for the care, partial replacement, or full replacement of issued equipment owned by the department.

Upon conclusion of employment with the department, all department issued equipment shall be returned. If department issued equipment is not returned, that may be construed as a way to deprive the owner of its use, and that the former member continues to exert control over the property.

References

State of Ohio, Ohio Revised Code
2913.02 Theft