

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> <b>200.03</b>	<b>Section</b> <b>General Administration</b>	<b>Title</b> <b>Lost/Destroyed Equipment</b>
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### I. Scope

This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.

### II. Reporting Procedure

- A. On discovery that a piece of equipment has been lost, damaged, or destroyed, an employee shall report his/her findings to the station Captain or acting Captain. The Captain will report the loss, in writing, to the Battalion Chief. The Battalion Chief will forward the report through the Deputy Chief to the Fire Chief.
- B. If the lost or damaged item is replaced from existing inventory, make note of it in the written report.
- C. The item's serial numbers and replacement costs should also be recorded in the report for budget and inventory purposes.
- D. If disciplinary action and/ or remedial training may be required because of the loss, please note this in the written report. This refers to Section IV of this SOP.

### III. Responsibilities

- A. It is the responsibility of each officer to maintain all equipment assigned to his station and apparatus in a constant state of readiness. To facilitate this process, each apparatus is to be inspected at the beginning of each shift and inventoried after each incident during the process of returning the apparatus to service.
- B. It is the responsibility of every member of the department to properly use and maintain the equipment assigned to him/her.

#### IV. Accountability

- A. **The deliberate or willful misuse**, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department, or other agency, or private individual will result in appropriate disciplinary action as prescribed in this department's rules and regulations manual.
  
- B. As a part of the disciplinary process, the individual(s) responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.