


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: General</b>	S.O.P: 103.22
	<b>SUBJECT: Lost or Damaged Equipment</b>	PAGE: 1 of 1
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Purpose:***

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

### ***Scope:***

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

### ***Procedures:***

- 1 Any member who becomes aware of lost or damaged Fire Department equipment and/or apparatus shall notify his/her supervisor immediately.
- 2 The officer-In-Charge shall make an assessment as to whether or not theft or vandalism has occurred and, if necessary, notify the Police Department. An incident report must be filled out for any theft of City property.
2. The member responsible for the loss or damage to the property in question must complete a written explanation of what occurred and forward it to his/her supervisor for their review and signature.
3. The Officer-In-Charge shall notify the Fire Chief of the situation and those actions which have been taken.