


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General SUBJECT: Lost or Stolen Items	S.O.P: 103.18
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	Approved By:	Effective Date: December 1, 2012 Revision Date:

Purpose:

To establish Fire Department policy and procedures for the proper management of lost, stolen, or damaged equipment.

Policy:

Members who may become aware of lost, stolen, or damaged fire department equipment shall promptly report such conditions in accordance with the procedures stated in this policy.

Procedures:

1. Any member who becomes aware of lost, stolen, damaged Fire Department equipment 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 on City property.
3. The member is responsible for the loss or damage to the property in question and must complete a written explanation of what occurred and forward it to his/her supervisor for their review and signature.
4. The Officer-In-Charge shall notify the Chief of the situation and those actions, which have been taken.