

Operating Guidelines

Section: Human Resources

Subject: Use of Fire Department Property

Policy #: 318

Date Issued: March 12, 2016

Date Revised: October 3, 2017

Purpose

The Fire Department acquires purchases and maintains a variety of fixed assets and equipment. This is done for the sole purpose of executing the Department's legal obligations, such as Emergency Response, Fire Suppression and Prevention. These assets are not intended for the personal use of Firefighters except in the execution of their duties as a Firefighter.

Procedure

318.1

It is the policy of the Department that no Firefighter shall use Department equipment and assets for their own personal use unless prior approval has been obtained from the Fire Chief.

318.2

This policy applies to Department issued equipment and clothing. Department issued equipment and PPE must be properly stored at the Station and not in personal vehicles or homes. The only exceptions are the following pieces of issued equipment:

- Pagers
- Portable radios

318.3

Failure to properly maintain and care for department issued equipment may lead to disciplinary action.

318.4

If requiring the use of Fire Department apparatus or equipment for Fire Department related business during the weekdays; requests must be made to the Fire Chief of Officer Designate.

318.5

If requiring the use of Fire Department apparatus or equipment anytime while a Platoon Duty Crew is on call; requests for must be made in writing to the Deputy Chief or Officer Designate. If permission is granted by Deputy Chief or Officer Designate, then the Platoon Officer must also be notified of availability of apparatus and equipment during their on call period.

Responsibility

It is the responsibility of all Officers and Firefighters to follow these policies and procedures regarding use of fire department property.