



SUBJECT: DEPARTMENT EQUIPMENT AND SUPPLIES – USE AND RESPONSIBILITY

GOAL: To ensure District equipment and supplies shall be utilized in an effective and efficient manner and maintained in a state of operational readiness by the person to whom the property is assigned.

PURPOSE: To establish guidelines regarding use, control, and care of District property.

DEFINITION: Operational Readiness: the care and cleaning, preventative maintenance, repair, workability, and preparedness to respond.

SCOPE: All District personnel.

PROCEDURE: Use and Care

1. District equipment, property, and supplies may only be used for official department business.
2. Improper use, negligence, or willful damage of District property may be considered a violation of department policies and procedures.
3. Each employee utilizing department property has a duty to care for such property and ensure that the property is safeguarded, properly handled or stored, cleaned, and used in the manner for which it was designed. Uniforms and gear are to be cleaned or laundered according to manufacturer's instruction.
4. Employees have the responsibility to report to their supervisor the loss, damage, or destruction of property issued or assigned to them. Such reports may be verbal, but shall also be submitted in writing. As appropriate, supervisors shall forward reports to the Logistics Chief.
5. If the loss, destruction, or damage of property is found to be the result of employee negligence, the employee may be required to reimburse the District for the property.

Checking Out Equipment/Supplies

1. Expendable supplies are disposable use items which do not have to be returned.
2. Non-expendable supplies and equipment are items that are reusable on a continual basis and such as hand held radios, pagers, cell phones, PPE, uniforms, etc.
3. Equipment and supplies requiring individual assignment shall be issued by the appropriate administrative designee



and must be legibly signed for by the receiving person on the appropriate form.

Issuance of Property and Equipment

1. Property and equipment shall be issued during normal business hours unless special arrangement has been made in advance with the Logistics Chief.
2. Uniforms and PPE shall be issued by the person assigned by the Logistics Chief
3. Employees who transfer out of a position which requires the issuance of specialized equipment are required to return the item(s) within five (5) business days following the change in working conditions.

Return of Issued Property and Equipment at Separation

1. Upon separation of employment, all issued property and equipment must be returned within five (5) business days. An inventory audit will be conducted and a clearance form will be completed by the appropriate person. All clothing is to be cleaned and made ready for re-issue before return. Other than normal wear and tear equipment shall be undamaged and in working order.
2. Property and equipment shall be returned during normal business hours unless special arrangement has been made in advance with the Logistics Chief.
3. Employees who fail to return all issued items will be contacted in writing advising their requirement to reimburse the District for the lost property.

Supervisor/Issuing Individual Responsibilities

1. Informing all employees of the contents of this procedure and responsible for conducting required inspections of issued equipment.