

PERSONAL USE OF DISTRICT EQUIPMENT

PURPOSE:

The purpose of this guideline is to provide basic information about the District's overall approach to the personal use of District equipment.

SCOPE:

This guideline applies to each member of the District, as they have a responsibility to understand personal use of District equipment as outlined in this document.

GUIDELINE:

- A. Personal use of District equipment will be at the discretion of the Lieutenant and/or Acting Lieutenant on duty at the time of request.
- B. The following should be following regarding personal use of District equipment:
 - a. Form 1000 should be filled out prior to equipment leaving the station.
 - b. The equipment should be returned in the same condition as when it left the station.
 - c. Upon return of the equipment, it should be returned to its proper location, the remainder of Form 1000 filled out and the form placed in the Assistant Chief of Operations mailbox.
 - d. Equipment borrowed should be returned as soon as possible, however it must be returned within 3 days after first leaving the station.
 - e. If any damage is found on a piece of equipment, the damage should be noted on Form 1000, for review by the Assistant Chief of Operations to determine what, if any, further action will be taken.

