

## **USE OF DEPARTMENT EQUIPMNT**

### **PURPOSE:**

- To establish a policy that will allow members to utilize department small equipment when they need it for short time periods. While at the same time establishing accountability related to a timely return and the equipment being returned to service.

### **GUIDELINE:**

1. Only equipment that a member has been trained in its proper usage may be borrowed.
2. The equipment to be borrowed must be approved by one of the Chief Officer's without exception.
3. Equipment is to be borrowed for as short a time period as possible and no more than 24 hours without the Chief's approval.
4. Equipment is to be signed out and back in, in the Equipment Log kept in the radio room outside the Chief's Office as well as mark it on the chalk board.
5. All equipment is to be returned in operational condition "the same as when it went out the door"
6. If the equipment is damaged or possible unsafe:
  - a. Take the equipment out of service
  - b. Notify one of the Chief's
7. Members that repeatedly borrow equipment without following the above directives will not be allowed to continue borrowing equipment and may face disciplinary action.

### **APPARATUS:**

1. Apparatus will not be used for personal use without specific approval of the Chief of the department.
2. The departments plow truck maybe utilized in times of emergency to make it possible for members to respond to alarms. This usage must be approved by the Chief and Corporation President