

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Lost/Destroyed Equipment		Approved by: Chief Jeffrey R. Stien	
POL #19	Draft Date: 11/14/02	Revision Date: 4/28/09, 09/24/12	Effective Date: 9/24/12

PURPOSE: To establish procedures for maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

SCOPE: This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

- A. This policy sets forth the requirements for reporting the loss, damage or destruction of equipment owned or operated by the Mukwonago Fire Department.
- B. This policy will apply to all Mukwonago Fire Department personnel.
- C. All officers are responsible for training their personnel and for ensuring proper compliance with this policy.
- D. It is the responsibility of all members to maintain all equipment in a constant state of readiness. To facilitate this process, each apparatus is to be inspected weekly by assigned personnel, monthly by the duty company, and after each incident during the process of returning the apparatus to a state of readiness.
- E. It is the responsibility of every member of the department to properly use and maintain the equipment assigned to them.

- F. On discovery that a piece of equipment has been lost, damaged, or destroyed, the discovering employee shall record their findings on department letterhead and forward it through the chain of command. Documentation shall include the following:
- Date
 - Type of equipment lost or in need of repair
 - Apparatus equipment is from
 - Description of repairs needed or event of how equipment was potentially lost
- G. If the lost or damaged item is replaced from existing inventory, note it on the report.
- H. If vendor, item number and replacement costs are known, record them on the report for budget and inventory purposes.
- I. The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the Mukwonago Fire Department or other agency or private individual will result in appropriate disciplinary action.
- J. As a part of the disciplinary process, the individual(s) responsible for the willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by MFD, other agency or private individual may be required to reimburse the department for the costs to repair or replace the equipment.