PURPOSE: To develop and establish a policy designed to safe-guard and protect the private property of civilians that may be entrusted and/or left in the care of the North Kingstown Fire Department following an emergency call for service.

POLICY: It shall be the policy of the North Kingstown Fire Department to protect, preserve, and safeguard individual private property that may be intentionally or inadvertently left in our care following an emergency call for service.

The Company Officer shall attempt to re-unite the property with rightful owner as soon as possible.

If the Company Officer cannot accomplish re-unification, the officer shall preserve the property in the following manner:

- Place property in paper or plastic bag
- Seal the bag and mark the following on the exterior of the bag:
    - Owner's Name & Address
    - Incident Number (if applicable)
    - Date & Time property secured
    - Roll Call or Name of Officer Securing the property
- Company Officer shall deliver secured property to the shift commander
- Shift Commander shall deliver secured property to the North Kingstown Police (NKPD) for safekeeping.
- Request NKPD issue a "call-screen" and secure the property per NKPD policy

In the event the owner contacts the North Kingstown Fire Department via telephone looking for his/her mislaid property:

- Assist the owner by referring them to NKPD and/or any other means deemed necessary.

In the event the owner visits any North Kingstown Fire Department outlying station or headquarters station looking for his/her mislaid property:

- A Company Officer and/or Shift Commander shall personally assist the owner in retrieval of his or her property from the North Kingstown Police.