North Kingstown Fire Department

Standard Operating Guidelines		6000 Series
Effective Date:	Loss, Theft, and Damage to NKFD Property OR Equipment	Miscellaneous
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Revision Date:		
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I. Purpose

This policy outlines the procedure used to report any loss or damage to North Kingstown Fire Department (Department) property and equipment and is designed to aid in the recovery of any missing property or its replacement costs.

II. Policy

All personnel are responsible for the safekeeping and operational readiness of all department property in their charge during their shift.

It shall be the policy of the North Kingstown Fire Department for all personnel to immediately report any suspected loss, theft, or damage [intentional and unintentional] to any property or equipment to their company officer and/or immediate supervisor.

Company officers and departmental supervisors shall ensure that all departmental rules and policies related to the cataloging and reporting [i.e., written-up] of said loss, theft, or damage are followed.

The Shift Commander and/or Acting Shift Commander shall investigate and document circumstances involving the loss or theft of item(s) and all efforts made in the recovery or substitution of the missing item, and any operational deficiencies incurred as a result of loss.

If a lost or stolen item is subsequently recovered, the Shift Commander shall be notified immediately.

III. Procedure

A. Lost / Missing Items - Property
   1. When an employee believes he/she has lost or misplaced an item of department property, he/she shall immediately notify his or her company officer and/or immediate supervisor and provide the following in a written narrative:
      i. Item description
      ii. Item inventory number, if known
      iii. Last seen time and location
      iv. Circumstances surrounding the loss
      v. Efforts made to recover the item
      vi. Replacement measures made
   2. The employee is responsible for taking all reasonable measures to recover the item.

i. Example: EMS bag inadvertently left on scene by engine company following an emergency medical incident. Upon learning of the missing bag, personnel shall make every effort to recover bag forthwith.

3. Recovery efforts shall remain ongoing for a reasonable amount of time as determined by the chief or his designee.
4. If a recovery is not made within a reasonable amount of time (as determined by the Fire Chief and/or designee), the employee shall make a supplemental written report of the recovery efforts surrounding the missing item and forward it to his or her Shift Commander through the chain-of-command.

B. Theft
1. If an employee believes that an item of department property has been stolen, he/she shall immediately notify his or her company officer and/or immediate supervisor and shall provide the following in a written narrative:
   i. Item description
   ii. Item inventory number, if known
   iii. Last seen time and location
   iv. Circumstances surrounding the theft
   v. Suspected persons, if known
   vi. Efforts made to recover the item, if any
   vii. Replacement measures made
2. The company officer and/or immediate supervisor shall immediately notify the Shift Commander who shall in turn notify the Fire Chief.
3. The Shift Commander shall investigate and document the circumstances involving the stolen item and efforts made to replace or substitute the missing item and any operational deficiencies incurred.
4. If the item is subsequently recovered, the Shift Commander, Fire Chief and any other involved parties (i.e, police department) shall be immediately notified.

C. Intentional Damage to NKFD Property
1. If an employee believes that damage to Department property was intentional and/or malicious, he or she shall report the same to his or her company officer and/or immediate supervisor or when appropriate to the Shift Commander.
   i. If the employee does not feel comfortable relaying such a claim to his or her shift commander, he or she may circumvent the normal chain-of-command and report his or her suspicions directly to the fire chief.
2. Shift Commanders that receive a report of intentional and/or malicious damage of Department property shall immediately contact the Fire Chief and/or his or her designee.

D. Follow-Up
1. The Fire Chief and/or his or her designee shall make the final determination as to the status of a lost, stolen, or damaged piece of property.
2. The options are:
   i. **Lost Excused -** Item is lost due to circumstances beyond the control of the employee.
      a) Examples to include:
         1) Flashlight lost overboard during marine rescue operation
         2) Equipment lost following building collapse at major fire
   ii. **Lost Unexcused -** Item is lost due to the employee's carelessness and/or neglect and as such may be subject to discipline.
      a) Examples to include:
         1) EMS equipment left at scene
         2) Fire equipment left and/or misplaced on fireground
         3) Minor backing accident [property damage only] involving apparatus
   iii. **Stolen -** Items is missing and circumstances are such that there is reason to believe the item was taken by another without permission.