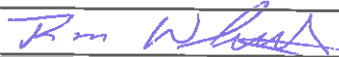


# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2128</b>
	<b>SECTION: 2200 Apparatus &amp; Equipment</b>	
	<b>SUBJECT: Lost and Damaged Equipment</b>	
	<b>DATE APPROVED: 2/3/2021</b>	
<b>APPROVED:</b>		

**Purpose:** To provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the end of employment or affiliation with the District.

**Scope:** It is the policy of the Scotts Valley Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

**Procedure:**

The following procedures shall be in effect regarding district property issued to members:

1. Members shall promptly report via the chain of command any loss, damage, stolen or unserviceable condition of district-issued property or equipment assigned for member use.
2. The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
3. No member should attempt to repair damaged or unserviceable district property without supervisor approval.
4. Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
5. District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisor approval.