

Alton Fire & Rescue Department Standard Operating Guidelines (SOG)

SOG 3.0.1 Reporting lost or damaged equipment

PURPOSE: To account for lost or damaged equipment.

SCOPE: All Department equipment.

SPECIFICS:

Lost or damaged equipment shall be reported immediately, in writing, to any officer or to the Chief.

DATE: Approved 12/19/2005 Revised: November 24, 2009

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SPECIFICS:

Lost or damaged equipment shall be reported immediately, in writing, to any officer or to the Chief.

Equipment is defined as any Department purchased or issued equipment, apparatus, gear or peripheral equipment.

The report shall Include:

- name of the member making the report
- description of the equipment
- description of loss or damage
- when and how the loss or damage occurred
- steps taken to locate lost equipment
- location of damaged equipment and parts/pieces
- equipment use when loss or damage occurred.

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