

Bethel Township Fire Department

GENERAL ORDER: 103 SUBJECT: Lost/Destroyed Equipment ADOPTED: 05/01/2016 REVISED: 09/20/2020	SECTION: General EFFECTS: All Personnel SUPERSEDES: All Previous
---	---

PURPOSE:

- A. To establish fire department policy and procedure for the proper management of matters concerning lost, damaged, or destroyed fire department equipment.

GENERAL ORDER:

- A. Any member who becomes aware of lost, damaged or destroyed fire department equipment shall notify his/her supervisor immediately.
- B. The on-duty supervisor shall make an assessment as to whether or not theft or vandalism has occurred and, if necessary, notify the Sheriff's department.
- C. The member responsible for the loss or damage to the property in question shall complete a BTFD *Maintenance Request* thru the Departments electronic reporting software and forward to his/her direct supervisor.