

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

K.W. Perkins

, *Fire Chief*

1140.010

Capital Equipment Inventory

Implemented: 08-29-03

Revised: 08-01-04

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PURPOSE

Personnel are entrusted to keep and maintain expensive capital equipment necessary for the effective operation of the department.

OBJECTIVE

Establish positive controls regarding the delivery, placement, and disposition of all capital equipment.

SCOPE

All Personnel

INITIAL EQUIPMENT PURCHASE

All capital equipment (\$1000+) will be delivered to ECFR Central Supply at initial purchase. The equipment will be properly tagged and marked, assigned a location code, and distributed to the appropriate fire station.

CONTROL DURING POSSESSION

The senior station officer will maintain a list of such capital equipment that describes where that equipment is located. For example; which vehicle it is assigned to or which room it is located in at the fire station. During the annual inventory audit, this list will be made available to the personnel conducting the inventory. The senior station officer will ensure that personnel conducting the inventory process have access to all listed equipment.

TRANSFER OF EQUIPMENT

If a piece of capital equipment is transferred from one to station to another, the senior station officer shall notify their Battalion Chief and the Chief of Administration, via memo, that the equipment is at a new location. A detailed description of the equipment, including serial and property numbers shall be included in the memo.

EQUIPMENT LOST, STOLEN, DESTROYED OR TAKEN OUT OF SERVICE

In the event that a piece of capital equipment is lost, stolen, destroyed or no longer serviceable, the senior station officer shall notify their Battalion Chief and the Chief of Administration via memo. A detailed description of the equipment, including serial and property numbers shall be included in the memo. In addition, the senior station officer will provide all pertinent backup documentation; such as police reports, witness statements, or documentation from a repair facility. If the equipment is still in possession but being taken out of service, the equipment will be returned to the ECFR Central Supply for proper disposal. ECFR administration will prepare the proper disposition forms.

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IDENTIFICATION OF EXISTING EQUIPMENT

The senior station officer will ensure that all capital equipment assigned to their station is clearly and permanently marked, tagged, or inscribed with the correct county property number.