



# *City of Winter Park Fire-Rescue*

## *Standard Operating Guideline*

# 800.03

**Title: Lost Equipment Report or Damaged City Equipment**

**Original Date of Issue: December 6<sup>th</sup>, 2005**  
**Date Last Revised: October 5<sup>th</sup>, 2010**  
**Revision Number: 1**  
**Total Pages: 2**

**Purpose:** To establish a reporting system for all personnel to utilize in the event that any piece of City equipment is lost or damaged.

**Scope:** This action will cover all personnel in all aspects of their employment with the City. Any equipment that is lost and not recovered shall be reported.

### **General:**

#### **800.03.01**

1. Anytime equipment is found missing or is known to be lost, it is mandatory for the employee discovering the loss to complete a Lost Property Report immediately. These forms will be available in on the City's Network Drive in the Risk Management folder and from the Shift Commander.
2. All completed Lost Property Reports shall be forwarded through the Chain of Command to the Deputy Fire Chief.

#### **800.03.02**

1. Any damaged City equipment shall be reported to the Company officer as soon as possible.
2. If an injury has resulted he or she shall seek immediate medical attention as soon as necessary. The Shift Commander shall immediately be informed of the injury and procedures followed in accordance to the City Winter Park Personnel Policy.
3. If the equipment sustaining the damage must be removed from service, it shall be tagged, labeled and forwarded to the Battalion Chief. Notation must also be made in the vehicle log and passed along to the on coming shift.

## Damaged Equipment Tag

**Winter Park Fire Rescue  
Damaged Equipment Tag**

Unit \_\_\_\_\_ Date/Time \_\_\_\_\_

Person Reporting \_\_\_\_\_

Reported To \_\_\_\_\_ Date/Time \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

James E. White  
Chief of Department