



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

This policy outlines the procedures for loaning Department equipment, tools, furnishings, etc. to members of the Department, organizations, or citizens of the community.

## POLICY

The loaning of equipment or materials are limited and shall be at the discretion of the Fire Chief or Chief's designee.

All members of the Department shall be responsible for making sure that no one takes anything from the premises of any fire station without prior approval.

A blank copy of a "hand receipt" or form will be available in the Battalion Chiefs office and the Captain's office for maintaining a record of those items that are on loan. The completed form will be kept in a file in the Captain's office until the item(s) are returned.

The following procedures shall be followed:

- Enter the item name and quantity borrowed.
- Enter the manufacturers name, model number, and serial number, if applicable.
- Enter the borrower's name and name of the organization they represent, if applicable.
- The borrower and lender shall date and sign the form.
- Store the form in a file designated by the Captain.
- When the item(s) are returned, the Captain/Acting Captain or Battalion Chief will date and sign the form indicating that the item(s) were returned in satisfactory condition.
- The completed form will be turned in to the Fire Chief's Administrative Assistant.

Approved

Fire Chief

1 of 1