



POLICIES AND PROCEDURES

MONTGOMERY COUNTY
DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 601

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DATE

January 16, 1988

DIRECTOR APPROVAL

TITLE

PROPERTY ACCOUNTABILITY

PURPOSE

- 1.0 To establish policies and procedures for maintaining accountability of uniforms, equipment, and any other property issued to employees of the DFRS.

APPLICABILITY

- 2.0 All DFRS personnel.

DEFINITIONS

- 3.0 Uniforms - All articles of clothing (i.e. shirts, trousers, coats, skirts, belts, gloves, scarves, shoes, ties, hats, etc.), including insignias (i.e. badges, emblems, collar and lapel pins, etc.), and protective firefighting gear (bunker coats, helmets, boots, work gloves, etc.) issued to any employee for the performance of the employee's duties.
- 3.1 Equipment - All articles or physical resources issued to any employee for the performance of the employee's duties (i.e. portable radios, pagers, tools, firearms, safety equipment, etc.).
- 3.2 Other County Property - Any items which are not in the uniform and equipment categories previously described and are issued to any employee for the performance of the employee's duties.

POLICY

- 4.0 Any uniforms, equipment, and other County property issued to employees will be inventoried and accounted for by requiring each employee who is issued such items to sign for and be responsible for those items.

RESPONSIBILITY

- 5.0 Each Section Head is responsible for completing the prescribed form for uniform and equipment issued and assuring that the employee has signed for the items.



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- 5.1 Employees are responsible for maintaining all issued items in good working condition and for having those items ready for service. Employees will have available the items necessary for the performance of their duties and utilize said items to their fullest advantage.
- 5.2 Employees will promptly report to their supervisor any damage, wear, or defect which renders any items unserviceable and take the proper action to have the items repaired or replaced.
- 5.3 Employees will report the loss or theft of any uniform, equipment, or other property to their immediate supervisor as soon as possible.
- 5.4 Employees may be required to turn in all issued equipment to their supervisor at the time of retirement, termination, transfer, or dismissal.

PROCEDURES:

- 6.0 The Receipt of Property form will be utilized for the accountability of all uniforms, equipment and other Montgomery County Government property which is issued to employees. Issued items, including serial numbers or serialized equipment, will be listed.
- 6.1 The employee will sign the The Receipt of Property form which indicates that they have assumed responsibility for the items. The original of the form will remain with the issuing authority.
- 6.2 The original copy of the The Receipt of Property form will be forwarded for inclusion in the employee's master personnel file. The first copy will be given to the employee and the second copy to the Bureau Chief.

ATTACHMENT

- 7.0 Receipt of Property form.

