

# Montgomery County Fire and Rescue Service

## FIRE CHIEF'S GENERAL ORDER

NUMBER: 12-10

April 27, 2012

TO: All MCFRS Personnel

FROM: Fire Chief Richard R. Bowers



SUBJECT: Reporting Lost/Stolen Uniform Components or Personal Protective Equipment

When any uniform component or item of MCFRS equipment is discovered to be lost, stolen, or damaged, MCFRS personnel must report this fact to their supervisor. The supervisor must then notify the appropriate Battalion Chief or LFRD Chief, who must investigate the circumstances and determine who is responsible.

If the loss or damage is the result of an employee's negligence, as defined in MCFRS Policy #06-09, **Apparel Policy**, the employee must be notified in writing of their responsibility for the expense of replacement. The item must then be replaced at the employee's expense.

The employee must complete the "Employee Statement" section of the Property Request form if a uniform component is lost, stolen, or damaged. Stolen items valued at \$100 or more must be reported to the police department having jurisdiction, and a copy of the police report must be attached to the Property Request form.

Personal Protective Equipment (PPE), helmets, badges, and three-season jackets are particularly identifiable proprietary equipment issued *only* to legitimate MCFRS personnel. When lost or stolen, they may be used by unauthorized individuals to impersonate an emergency responder. This is why *immediate action* is required to notify the appropriate regional intelligence centers of their loss or theft.

Immediately on the discovery of the loss or theft of any item indicated above, the employee must notify their supervisor and the Special Operations Section Chief, providing:

- a. A description of the lost/stolen property, including its size;
- b. Any unique identification or markings;
- c. The probable date of the loss or theft;
- d. The probable location of the loss or theft; and
- e. The number of the Police Report, and the agency making the report.

This FCGO applies to *all uniformed MCFRS personnel* and **replaces** the requirements in Sec. 4. e. of MCFRS **Apparel Policy** #06-09.

Please address any questions to the Special Operations Section Chief at: 240-777-2464.