



**MONTGOMERY COUNTY
FIRE AND RESCUE SERVICE**

06-01

Policy and Procedure

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Property Accountability

06/12/2017

Issued by: Fire Chief Scott E. Goldstein

Policy Number: 06-01

Authority: Montgomery County Code Section 21-3 (b)

Supersedes: DFRS Policy No. 601, *Property Accountability*

Effective Date: June 12, 2017

SECTION 1. Purpose:

To establish policies and procedures for maintaining accountability of County purchased or acquired uniforms, PPE, equipment, and any other County property issued to MCFRS personnel.

SECTION 2. Applicability:

All MCFRS personnel

SECTION 3. Background:

SECTION 4. Definitions:

- a. **Branded:** Items containing the County seal, MCFRS logo, MCFRS initials, or department name.
- b. **Equipment:** All articles or physical resources issued to any MCFRS personnel for the performance of their duties (i.e. portable radios, electronic equipment, tools, safety equipment, etc.).
- c. **Issuing Section:** Any MCFRS section that issues items to personnel.
- d. **Other County Property:** Any items which are not in the **uniform**, **PPE** and **equipment** categories described herein and are issued to any employee or volunteer.
- e. **PPE:** All pieces of protective firefighting gear (PPE coats and PPE pants, helmets, boots, work gloves, etc.) issued to any MCFRS personnel.
- f. **Separation:** retirement, termination, transfer out of operations, dismissal, or discontinuation of LFRD affiliation.
- g. **Uniforms:** All articles of clothing (i.e. shirts, trousers, coats, belts, gloves, shoes, hats, etc.), including insignia (i.e. badges, emblems, collar and lapel pins, etc.) issued to MCFRS personnel.



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SECTION 5. Policy:

MCFRS personnel are responsible for receiving, accounting for, and properly returning any County purchased or acquired uniforms, PPE, equipment, and other County property issued to them.

SECTION 6. Responsibility:

- a. Each MCFRS Section that issues uniforms, PPE, equipment, or property is responsible for maintaining accurate records which detail the distribution and return of items issued to MCFRS personnel. Each Section should keep electronic or paper records to document the transaction of items issued and returned for each MCFRS employee or volunteer. MCFRS Sections may also provide a receipt for items.
- b. MCFRS personnel are responsible for ensuring they have received all their issued items at the time of issuance. In the case of a dispute, the electronic or paper record will be used to verify receipt of items.
- c. MCFRS personnel are responsible for keeping all issued items in good working condition and for having those items ready for service. MCFRS personnel will have available the items necessary for the performance of their duties and utilize said items to their fullest advantage.
- d. MCFRS personnel should not donate, sell or allow the use of MCFRS items by non MCFRS personnel, unless previously authorized by the Fire Chief or designee.
- e. MCFRS personnel will promptly report to the issuing MCFRS Section, through the proper chain of command, any damage, wear, or defect which renders any property or item(s) unserviceable and take the proper action to have the item(s) repaired or replaced.
- f. MCFRS personnel must promptly report the loss or theft of any uniform, PPE, equipment, or other County property using the loss reporting procedures in place at the time of loss or theft.
- g. MCFRS personnel will be required to return certain issued uniforms, PPE, equipment or property at the time of separation. As part of the MCFRS separation process, personnel will receive instructions for returning items, to include items owed and expected return dates. Items should be returned directly to the MCFRS Section which issued the items, unless instructed otherwise by the Section Manager.
- h. Failure to return requested items may result in civil or criminal action against an employee or LFRD member who fails to return the items.
- i. MCFRS personnel are required to properly dispose of any MCFRS items which are not required to be returned to the issuing Section. This includes not donating, selling or allowing the use of MCFRS items by non MCFRS personnel, unless previously authorized by the Fire Chief or designee.



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SECTION 7. Procedure:

- a. MCFRS Sections will use electronic or paper records to document the issuance and return of uniforms, PPE, equipment and other Montgomery County Government property which are issued to MCFRS personnel. Issued items, including serial numbers or serialized equipment, will be included in the records.
- b. MCFRS personnel will verify the receipt of items at the time of issuance, and will then assume responsibility for the items.
- c. MCFRS personnel will follow all current instructions on the return and disposal of items issued to them.

SECTION 8. Cancellation:

This policy replaces DFRS Policy 601, *Property Accountability*

SECTION 9. Attachments:

Approved:

A handwritten signature in black ink that reads "Scott Gold".

Fire Chief

June 12, 2017

Date