


East Lake Tarpon Special Fire Control District		
	<i>SOP 240 Equipment and Valuables Found</i>	
	Implementation Date: 11/2000	Revision Date(s): 05/26/2009
		Reviewed Date(s):
	Forms or Attachments: None	

Employees shall immediately notify District Chief when equipment belonging to another company is found.

When articles of value such as money, jewelry, wallets, handbags, cash registers, safes, or other items of similar nature are found at fires or emergencies, or turned into a station, the following procedure shall be followed in every instance.

Any employee who finds valuables shall see that they are not moved or touched in any way and will notify the District Chief without delay. All articles of value will be turned over to the proper law enforcement agency as soon as possible. This also includes weapons and explosives. Remove articles with witness only if item (s) is in danger.

Cash registers, safes and similar repositories shall not be opened, but shall be handled in the manner outlined above.

No Officer or employee, nor anyone connected with the Fire Department shall, at any time during or after a fire or emergency, take or remove for his own use, anything from a building or premises involved in the emergency.