

---

## Use of District-Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the district. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 700.2 POLICY

It is the policy of the Blue Ridge Fire District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed, or otherwise disposed of without supervisory approval.

#### 700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the district shall return all district property, regardless of its condition. The following guidelines should apply:

- (a) All district property, including keys, identification cards, electronic devices and system access cards, shall be returned to the district no later than the member's departure date or as directed by the Fire Chief or the authorized designee.

## *Use of District-Owned and Personal Property*

---

- (b) A member who fails to return all district property in his/her possession may be required to reimburse the district for the value of the property or may be subject to legal action brought by the district.

### **700.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the district when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

#### **700.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value. The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

#### **700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the district for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the district.

## *Use of District-Owned and Personal Property*

---

- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

### 700.4.3 PERSONAL VEHICLES

The district will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (ARS § 28-4135).

### 700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

### 700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the district, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the Fire Chief.