Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.05

2. SUBJECT: ***Property and Equipment Care***

3. POLICY: The District Policy is to maintain all property and equipment in a safe and reliable working order. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURES

   A. It is each individual's responsibility to understand the machines and equipment to be used to perform their duties.

   B. Good care of the machines and equipment used, as well as the conservative use of supplies, benefits the employee and the District. If a machine is not working properly or in any way appears unsafe, please notify the Station Officer, Command, or District Staff immediately so that repairs may be made.

   C. Station Officer, Command, or District Staff will inform the District Fire Chief or designee necessary repairs needed.

   D. Under no circumstances should anyone attempt to start or operate a machine or piece of equipment deemed unsafe, nor should anyone (except authorized maintenance personnel) adjust or modify the safeguards provided.