

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 2: ADMINISTRATIVE POLICIES

EFFECTIVE DATE:

SECTION 15: LOANING DISTRICT EQUIPMENT

REVISED: 03-18-2018

2.15.1 **PURPOSE:** To establish a comprehensive policy for loans of District Equipment which assures that loanable equipment is available when needed for District projects.

2.15.2 PROCEDURE:

2.15.3 LOANABLE EQUIPMENT:

Most District equipment is loanable with the following exceptions:

1. Equipment used in / for apparatus /vehicle maintenance.
2. Equipment which is part of any apparatus / vehicle inventories.
3. Apparatus or vehicles of any type.
4. Equipment not owned by the District.
5. Any other equipment deemed not to be loanable by Maintenance Division.

2.15.4 LOANING PROCEDURE:

2.15.4.1 Persons needing to borrow District equipment shall complete the following:

2.15.4.2 Fill out and submit to the Duty Chief Officer, a District request for equipment loan form (see attached).

1. Upon receipt of request, the Duty Chief Officer will contact the appropriate station Captain to see if the equipment is available.
2. The person requesting will be notified of availability.
3. All equipment to be loaned must be checked through the appropriate station. Equipment in other station inventories is not to be loaned.
4. Maximum equipment loan period will be 72 hours. Additional time may be approved by submitting another request after equipment is returned.
5. All equipment shall be returned and must be checked off by station Captain.
6. Upon check of returned equipment, a copy of the equipment loan form will be forwarded to the Duty Chief Officer's office for filing.

2.15.5 MISCELLANEOUS

- 2.15.5.1 Lost or damaged equipment may, at the discretion of the Fire Chief be charged to the employee who borrowed the item.
- 2.15.5.2 At no time shall District equipment be loaned to or used by anyone other than District personnel.
- 2.15.5.3 Failure to return items may result in personnel being placed on a "no loan" list.
- 2.15.5.4 All disagreements pertaining to this policy shall be mediated by the Assistant Chief's office and those decisions shall be binding.
- 2.15.5.5 All equipment must be returned prior to being loaned out again. No loaning between personnel will be allowed.
- 2.15.5.6 Personnel requesting loan of certain specialized equipment may be asked to demonstrate the ability to use prior to loan.