

Central Joint Fire District

Standard Operating Procedure



Central Joint Fire District

SUBJECT: Personal Equipment Issuing Forms

SOP Number: 153

Effective Date: 4/7/92

Revised Date:

Approved:

PURPOSE: The purpose of this standard is to define the purpose of form F153, used by the Central Joint Fire District.

SCOPE: This standard applies to any time department equipment is issued to a department member. This standard shall also apply to any time department equipment is returned by a department member.

ENFORCEMENT: Responsibility for adherence and enforcement of this standard shall rest with the Fire Chief and the issuing officer.

APPLICATION: Form F153 shall be completed by the issuing officer whenever department equipment is issued to a department member. This form shall also be completed any time department equipment is returned by a department member. The issuing officer shall have the responsibility to ensure that the proper form is completed and submitted to the proper authority in a timely manner.