

## Care and Use of Department Property and Equipment

Supersedes:

Effective: 11-21-05

### POLICY

All employees having or using any equipment or property belonging to Boston EMS shall be responsible for the proper care and handling of that equipment or property. Department equipment shall not be used for other than assigned purposes without prior permission from the Chief of Department or designee. Equipment or property which is lost, wasted, or damaged through negligence, carelessness, or improper use may be charged against the employee responsible. Depending on the circumstances, the employee may be disciplined and / or required to replace the item or pay a portion of the replacement cost as determined by the Department.

### REPORTING DAMAGED, DESTROYED, LOST, OR STOLEN EQUIPMENT

In the event of damage or loss to Department property or equipment, the person responsible shall immediately report the damage or loss to their supervisor, who in turn, will investigate the situation. A thorough incident report shall be completed when reporting needed repairs for all types of equipment, including building repairs. When requesting replacement of issued equipment, for any reason, Department personnel shall give a detailed account of how the equipment was damaged, destroyed, lost, or stolen.

A police report shall be filed in the appropriate jurisdiction whenever a piece of Department equipment is alleged to have been stolen. A police report shall also be filed whenever a sensitive piece of Department equipment has been lost. For the purposes of this policy, a sensitive piece of equipment means any item that can be used to transmit on a Boston EMS radio frequency, impersonate a member of the Department, or allow access to an EMS facility. Loss of items such as a badge; portable radio; uniform shirt or jacket; personal protective equipment such as respirator, helmet, or bullet-resistant vest; laptop computer; or Department ID card shall be reported to the police in addition to Boston EMS.

The report(s) shall then be forwarded to Professional Standards, and a copy sent to the area responsible for issuing the piece of equipment or property. Equipment that is damaged or malfunctioning shall be turned in before new equipment is issued. Reissue of essential equipment shall be accomplished through the responsible Unit (e.g., Communications Engineering, Fleet Services, Materials/Facility Management, etc.) as soon as possible.

### SAFEGUARDING EQUIPMENT

The Department has provided replacement equipment for items that have been damaged, destroyed, or stolen in the performance of duty. Department personnel may be disciplined and/or liable for reimbursement costs for any items damaged, destroyed,

lost, or stolen during the employee's shift if proper care was not taken to safeguard the property.