

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: A-11
SECTION: Administration Division
DATE: February 1, 2009
SUPERSEDES: Green Book 706
TITLE: Return of Property

PURPOSE

To establish a means for Stanislaus Consolidated Fire Protection District (SCFPD) to retrieve District owned property issued to employees.

DEFINITION

SCFPD property is any District owned equipment or material put in the care or trust of their employees.

PROCEDURE

Employees are responsible for all property, including written information issued to them. This includes, but is not limited to; PPE, Radios, ID Cards, Badges, Credit Cards, Fuel Cards, Keys, Tools, and Training Materials. Employees shall return all property immediately upon request and/or upon termination of employment.

The full value of the unreturned property may be withheld from final compensation until all items are returned in serviceable condition. The full value of returned equipment damaged through misuse or negligence may also be withheld from final compensation.

Written by: Engineer Donald E. Hankins II

Approved by: _____

Date: May 26, 2009