

<b>SUBJECT:</b> Equipment Loan Out	<b>SECTION:</b> 200.06
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## **PURPOSE**

To provide assistance to other agencies by allowing them to use Fire Department equipment on a temporary loan out basis.

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## **POLICY**

- A. The loan out of Fire Department equipment to City employees or Agencies requires approval of the Shift Supervisor.
- B. The loaning out of Fire Department Equipment to outside Agencies shall require the approval of the Fire Chief.
- C. Equipment shall be loaned out for a period of not longer than 24 hours. Exceptions must have the approval of the Fire Chief.

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## **PROCEDURE**

- A. Members who receive a request for a loan out of Fire Department equipment shall notify the Shift Supervisor or the Fire Chief.
- B. The Chief may approve or disapprove the loan out of Fire Department equipment.
- C. A Fire Department Equipment Loan Out Form shall be completely filled out on each piece of equipment which is loaned out.
- D. Equipment Loan Out Forms shall be kept on file in the alarm room.
- E. When previously loaned equipment is returned, the person receiving the returned equipment shall complete the Equipment Loan Out Form and it shall be retained on file in the alarm room.