

Travis County Emergency Services District No. 9
Westlake Fire Department
Standard Operating Guideline

Subject: Personal Equipment

Authorized By: Chief Paul Barker

Effective Date: December 31, 2003

I. Purpose

To establish a policy on the use of personal equipment on behalf of the Department and to regulate reimbursement.

II. Policy

- A. Personal equipment that does not belong to the Department but is voluntarily used by fire suppression personnel will be the responsibility of those personnel and not the responsibility of the Department.
- B. The cost for reimbursement of damaged, lost or stolen personal equipment will be made only if it was necessary for personnel to use such equipment in an emergency or for official Department business.
- C. Personal equipment that is used by personnel in place of Department-issued equipment is the responsibility of the owner of that equipment and may not be reimbursed by the Department. Chief or Company Officers will review each request on a case-by-case basis.
- D. Personal equipment that is used by personnel in place of Department-issued safety equipment must comply with the Protective Clothing Standard Operating Guideline.

III. Procedure

- A. All request for reimbursement must be made in writing and approved by your supervisor.
- B. The appropriate form must be used when requesting reimbursement (usually the Miscellaneous Reimbursement Form) and turned in to the administrative offices. If approved, reimbursement will occur in the subsequent bill paying cycle.