



SPECIAL ORDER



Series 2003	Number 19	Originating Bureau Administration	Effective Date 03/18/03	Expiration Date N/A
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Subject:

Daily Equipment Accountability

1. Due to the recent thefts of Fire Department uniforms, equipment, personnel protective gear, vehicles, etc., all personnel must inventory and document that all Fire Department apparatus vehicles, equipment, gear, and uniforms have been accounted for daily. This information shall be recorded in the Station Logs each shift.
2. This daily verification is vital given that we are still operating under preventative station security measures and are required to maintain secured areas at all times.
3. Any equipment or gear that cannot be accounted for or located must be reported to the proper authority, including, but not limited to, the Howard County Police Department.
4. A Loss Report Form must also be completed and submitted through the proper Chain-of-Command.
5. In addition, it is imperative that all personnel remain accountable for their Personal Protective Equipment, as well as their uniforms, since any theft could be critical on a regional or possible national level.
6. During these times, vigilance and accountability are each individual's personal responsibility and obligation. Please continue to demonstrate your constant dedication and commitment.

Joseph A. Herr
Fire Chief