

<b>Subject:</b>	<b>LOANS OF DEPARTMENT OWNED EQUIPMENT</b>
<b>Section:</b>	<b>PPG# 3210</b>
<b>Chapter:</b>	<b>Community Relations</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **1.0 POLICY**

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- 1.1** Department owned equipment shall not be loaned for non-department use off district property, with the following exceptions:
1. Use of specific items of equipment may be granted on the written request of the intended user and approval by the chief, and only when such equipment is unobtainable elsewhere. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.
  2. District equipment may be removed from department property by staff only when such equipment is necessary to accomplish tasks arising from their department responsibilities. The prior approval of the chief is required for such removal. Removal of equipment from property for personal use by staff is prohibited.
  3. Department owned equipment may be used in conjunction with rental of a district facility.