Whenever district / department property or equipment is discovered to be lost or missing, the member shall immediately notify their respective company officer of all available facts pertaining to the lost or missing equipment. Said member will than access the Department website and fill out a "lost or missing equipment" form under the "member forms" section.

### ***Captain***:

A) Immediately investigate the nature and extent of said lost or missing property/equipment.

B) Submit a follow-up email to the original lost or missing equipment form with any additional findings. If lost or missing equipment is critical to the daily operations of either firefighting or EMS request emergency replacement of said lost or missing equipment.

C) If lost or missing equipment has not been replaced in a timely manner, follow up with Chiefs at the next available officers meeting.

### ***Chief of Department***:

A) Ensure compliance by company captain.

B) Ensure replacement equipment has been ordered or prepare reports for purchase requests.

C) Review and submit lost or missing equipment report to Board of Commissioners during the monthly meeting.

D) If disciplinary action is warranted prepare and submit charges.