



Baltimore County Volunteer Firefighter's Association



Procedures for reporting lost, stolen, damaged or destroyed pagers and portable radios

1. Report incident to the Communications Committee immediately upon discovery. Call the ADO at fire dispatch and have them pager Car 49 for pager & radio related issues. Or Contact Car 53 – VP of OPS. **If a radio is missing you must give the ADO the exact radio designation, such as Engine 542 P2, as the radio must be shut off immediately.**
2. Complete a police report if the equipment is lost or stolen.
3. Complete a detailed written account of what occurred to cause damage or loss to the equipment. The report should be completed using the BCVFA Electronics Incident Report and the completed report is to be emailed to the BCVFA-ADMIN@baltimorecountymd.gov and the VP of OPS
4. A copy of the police report (if completed) must be forwarded to the EMAILS above as well.
5. The fire company is responsible for making payment to Baltimore County for the equipment that is lost, stolen destroyed or damaged beyond repair. The company will receive a written statement as to the amount owed and will be expected to remit payment in a timely manner. **All checks for payment should be sent to the attention of the BCVFA office. All checks should be made out to Baltimore County, Maryland.**



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Electronics Incident Report

Case # _____
To be completed by communications committee

Report Date _____ Incident Date _____

Co. Reporting Incident: _____

Co. Personnel Reporting Incident: _____

Fire Co. Contact: _____ Cell Phone # _____

Date Co. Written Documentation was Received: _____ (To be completed by Committee)

Incident Type : Theft Loss Damaged

Equipment Type: Pager Radio Other (Specify _____)

Model: _____ Serial# _____ Asset # _____

Notifications:

ADO Date and Time _____

Car 53 Date and Time _____

Note: ADO and Car 53 are required to be Notified for Lost, Stolen, or Damaged Radios & Pagers. Radio Designation (ie E-592 -P2) must be given to ADO to shut off the radio.

Police Notification: Required for all lost or stolen Pagers and Radios

Police Report Number (If Applicable) _____

Officer's Name and ID _____

A copy of the report must be obtained and sent to the committee mailbox at the BCVFA office.

Incident Description: (describe what happened with as much detail as possible)

Upon completion, the Report is to be emailed to BCVFA-ADMIN@baltimorecountymd.gov and the VP of OPS.