
S.O.P. #: PERSONNEL 28

SUBJECT: LOSS/DAMAGE TO DEPARTMENTAL PROPERTY

DIVISION: CAREER PERSONNEL

Objective: To establish guidelines for personnel accountability for any damage, misuse, lost, or destroyed Fire Department property.

Section 1: Authority

Any damage, misuse, loss, or destruction of Fire Department property that places a financial burden on the Department for repair or replacement as specified in the Fire Department Rules and Regulations can result in disciplinary action.

Section 2: Investigation

- A. When any incident occurs that causes damage, misuse, destruction, or loss of departmental property, the involved member(s) shall immediately notify their Supervisor. The member(s) shall forward, through channels, a Form #58 documenting the incident, along with any other appropriate documents, to their respective Battalion/Division Chief within twenty-four (24) hours.
1. Departmental Property will include all equipment, or parts thereof, owned and/or issued by the Baltimore County Fire Department.
 2. When applicable, a police report will be obtained.
 3. For vehicle accidents, refer to S.O.P. 400-02 for proper reporting procedures.
- B. The Battalion Chief shall review the necessary reports and conduct an investigation. The Battalion Chief will then forward the results of that investigation to the respective Division Chief. If the member(s) are found to be negligent in the damage, misuse, destruction, or loss of Departmental property, and the nature of the incident is deemed very severe, then formal disciplinary proceedings shall be instituted in accordance with the Rules and Regulations.

Section 3: Disciplinary Action

- A. If formal discipline is instituted, as recommended in the Rules and Regulations or any part thereof, then the following action can take the place of, or be included as part of, the specified disciplinary action.
1. First Offense: Warning. A written warning on a Form 259, Progressive Disciplinary Action/Verbal Counselling, will be placed in the employee's personnel file(s), indicating the circumstances for this action.
 2. Second Offense: Retraining. A second offense, or a particularly serious first offense, will result in the employee(s) being required to attend a retraining session that pertains to their particular violation. The appropriate training will be decided upon by the individual's Division Chief, Battalion Chief, and the Division Chief responsible for the Fire-Rescue Academy.

S.O.P. #: PERSONNEL 28

SUBJECT: CAREER PERSONNEL

3. Third Offense: Prorated Reimbursement. Should a third violation occur, the employee(s) may be directed to reimburse the Department for the repair or replacement of the damaged property, or a prorated portion of that repair or replacement.
- B. This does not preclude that the person(s) charged may be subjected to the monetary reimbursement anytime during the proceedings.