

	<p style="text-align: center;"><b>GALENA FIRE DEPARTMENT</b> <b>Policy and Procedure Manual</b></p> <hr/> <p style="text-align: center;">Fire Chief Signature <span style="float: right;">Date</span></p>	<p style="text-align: right;"><b>#26</b></p> <p>Effective: 01jan14 Revised: Page: 1 of 1</p>
<p><b>BORROWING FIRE DEPARTMENT EQUIPMENT</b></p>		

**Non-Emergency Equipment**

The Department recognizes that there may be a need for Members to occasionally borrow non-emergency equipment from the Fire Station. It is understood that this is a privilege based on professional courtesy and that the Member has a responsibility to be a good steward regarding any equipment borrowed.

GFD Members will 'sign out' on the log for any equipment borrowed indicating the Member's name, the date, time, the equipment borrowed and when the equipment is expected to be returned. Upon return of the borrowed equipment, the log will reflect the Member's name, the date and time that the equipment is returned and will identify if anything is missing or damaged.

The Member borrowing the equipment assumes full responsibility for equipment borrowed and will be assessed for the cost of repairing and/or replacing lost or damaged equipment.

**Emergency Equipment**

At no time shall any member remove any emergency equipment from the fire station or from any vehicle unless explicit approval is given from the Fire Chief or, in his/her absence, the Assistant Fire Chief. If there is any question whether the equipment is considered an emergency or a non-emergency item, the members should seek clarification and permission from the Fire Chief or Assistant Fire Chief prior to borrowing the equipment.