



**GALENA FIRE DEPARTMENT  
Policy and Procedure Manual**

**#31**

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Page: 1 of 1

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Fire Chief Signature

\_\_\_\_\_  
Date

**UNIFORM AND EQUIPMENT RETURN AND REIMBURSEMENT**

The Galena Fire Department has a responsibility to maintain acceptable safeguards that ensure sound financial practices with regard to all expenses paid and all revenue provided to the organization and earned by the organization. It is important to have a sound and consistent 'Checks and Balance' system in place to effectively control all funding and expenditures. As equipment and uniform items are provided at taxpayer or department expense, the following criteria is hereby in place to deal with equipment and uniform return and reimbursement in the event of a member's termination from the organization, except as otherwise defined in the Department Policy and Procedure Manual.

As a member of the Galena Fire Department, members have been provided with uniforms and accessories, pager, access key, protective clothing, educational materials, and other equipment necessary to effectively perform his/her duties. All of these items, as well as any items specified as Department property as provided currently and in the future, are the property of the City of Galena or the Galena Fire Department.

In the event that a member's position within the Department is terminated, for whatever reason, he/she agrees to return all items provided by the Department, including, but not limited to, those mentioned above, and to return all items within a two week period of termination.

In the event that, for any reason, any item is not, or cannot, be returned, or is returned in an unreasonably damaged condition, as determined at the discretion of the President and Fire Chief, the Member agrees to reimburse the Department the amount necessary to replace the item(s) as new.

If a member leaves the department prior to attaining social member status, he/she has a responsibility to ensure that all department issued PPE, uniform items, clothing, equipment, pager, key, and all other items will be returned to the department in a working and acceptable condition. In the event that this equipment is not returned within a two week period, or as otherwise determined by the Fire Chief, the former member will be assessed a minimum of \$1000.00 or the total replacement cost, whichever is greater, and the matter will be turned over to the Galena PD and Galena City Attorney for further disposition. Members agree to allow the entire reimbursement amount be deducted from his/her annual clothing allowance, and further agree that any outstanding reimbursement balance beyond that amount may be subject to a collection agency and potential legal action, in which case the member assumes responsibility for all costs associated with any collection or legal action taken.