



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Equipment & Uniforms
Reference Number:	ADM 01-009
Effective Date:	1-Nov-11
Last Revision Date:	17-Sept-20
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a guideline for returning equipment, radios, uniforms, gear, etc. upon termination or resignation.

Policy:

All equipment, radios, clothing and other related items being the property of Wintergreen Fire and Rescue and issued to any member is and remains the property of the Department and shall be returned immediately upon oral or written request. These items are to include but not limited to:

- Equipment, clothing associated with Fire Fighting
- Equipment, clothing associated with Emergency Medical Services
- Radio/Pager equipment
- Volunteer accessory license plate tags for fire or rescue.

Upon a staff or volunteer member's termination of membership within the Department, he/she shall immediately return all said equipment to the Administrative Captain or Deputy Chief.

For the purpose of this rule, the authority requesting the return of said equipment, radios, clothing, etc. does not have to present the member with a reason for the request, but it is hoped that out of courtesy a reason will be given to the member.

Once a member/staff has resigned or been terminated they will have (14) days to return above mentioned equipment and uniforms. If equipment has not been turned in to the designated officer the case will be turned over to law enforcement for retrieval.