

## **725 MARKING AND TRACKING OF DEPARTMENTAL PROPERTY**

### **PURPOSE:**

The purpose of this policy is to establish a means of making Departmental Property readily identifiable and to provide for proper tracking and inventory procedures. This policy shall also serve to standardize the individual fire station identification colors.

### **SCOPE:**

This policy is applicable to all property that is purchased wholly or in part by the Board or on it's behalf or for property that is otherwise dedicated to the Board in any way.

### **POLICY:**

### **STATION IDENTIFICATION COLORS AND MARKINGS:**

#### **PROCEDURE:**

Each of the fire stations shall be provided with self adhering stickers which shall be placed on equipment issued to that station, stickers shall be placed on equipment by the Station Commanding Officer. Equipment shall also be painted or marked with the appropriate station identification color. The painting or marking of equipment shall be done in such a way so as not to void warranties, make the equipment inoperable or limit it's usefulness in any way.

Note: No radio equipment or personal protective equipment shall be painted to show issuance to an individual fire station.

#### **STATION COLORS:**

Station 401 - Red  
Station 402 - Yellow  
Station 403 - Blue

### **MARKING OF DEPARTMENTAL EQUIPMENT:**

#### **HOSE:**

All new hose shall be given a tracking number upon receipt of the hose. The tracking number should not be changed during the life of the hose.

### **PERSONAL PROTECTIVE EQUIPMENT:**

#### **COATS:**

Each new firefighters turnout coat shall be numbered upon receipt. The numbering of firefighter turnout coats shall be as follows: Coat #1 - C101, Coat #2 - C102, etc.

#### **BUNKER PANTS:**

Each new firefighters bunker pant shall be numbered upon receipt. The numbering of firefighter bunker pants shall be as follows: Bunker Pant #1 - P101, Bunker Pant #2 - P102, etc.

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#### **HELMETS:**

Each new firefighters helmet shall be numbered upon receipt. The numbering of firefighter helmets shall be as follows: Helmet #1 - H101, Helmet #2 - H102, etc.

**BOOTS:**

Each new set of firefighter boots shall be numbered upon receipt. The numbering of firefighters boots shall be as follows: Boot #1 - B101, Boot #2 - B102, etc.

**PORTABLE RADIOS, PAGERS, & MOBILES:**

All portable radios, pagers, and Mobiles shall be numbered and recorded in an approved inventory record.

When a portable radio, pager, or mobile is issued to an individual then that individual must sign a **Radio Assignment Form (DF-RAF-01)**.

A **Radio Assignment Form (DF-RAF-01)** shall be valid indefinitely or until such time as a transfer of the equipment is necessary, then a new form must be filed.

**MISCELLANEOUS FIRE FIGHTING EQUIPMENT:**

Each piece of fire fighting equipment not specifically covered by provisions of this policy shall be marked and recorded in an approved inventory record.

Equipment may be marked by etching or stamping into the material when the etching or stamping will not void any warranties.

Equipment that cannot be marked, stamped or etched should have an approved identification sticker applied to it.

The marking of all fire fighting equipment shall be done in such a way that it does not void warranties, make the equipment inoperable or limit it's usefulness in any way.

**INVENTORIES:**

The Chief shall be responsible for keeping the department inventory lists up to date. These inventory lists includes Radios, PPE, and Equipment. A complete copy of all inventories shall be forwarded to the Board Secretary annually.