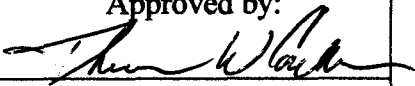


WARE FIRE DEPARTMENT Standard Operating Guideline

Effective Date: August 2009	SOG Category & Identification Number: Administrative AMD-009	Revision:
SOG Title: Valuables Found at Incident Scenes		
Approved by: 	Re-evaluation Date: August 2010	Number of Pages: 1

Purpose: This guideline shall be utilized by personnel to make every effort to prevent loss, or theft of money, jewelry, or other property or valuables at the scene of an incident.

Scope: This guideline shall apply to all members of the Ware Fire Department.

Application:

- Any member receiving a complaint of theft or loss of valuables/property at an incident scene shall immediately report this to the Incident Commander.
- The Incident Commander shall notify the Ware Police Department, and Chief or Deputy Chief, if not on scene.
- The Incident Commander will institute an investigation and forward a report to the Fire Chief within twenty-four hours after investigating the incident.
- Any member finding money, jewelry, or other valuables/property at an incident shall immediately report this to the Incident Commander.
- The Incident Commander will turn the valuables over to an officer of the Ware Police Department and obtain a receipt.
- All receipts and a report of the incident will be turned in to the Fire Chief.
- To assure scene and property security full authority is granted to the Incident Commander to prevent the approach of any person, or persons and to remove and keep away all persons not involved in controlling the incident.
- To assure scene and property security this authority will be used to prevent entrance at incident scenes by individuals not having a legitimate reason for being present.