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OPERATIONS MANUAL

STANDARD INSTRUCTION 06, SECTION 07

STATION MANAGEMENT: STATION / APPARATUS INVENTORY CONTROL (Rev. 05/2014)

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**I. PURPOSE**

The personnel of the San Diego Fire-Rescue Department require the necessary equipment and supplies to provide service to the citizens of The City of San Diego. This policy will assist personnel in maintaining minimum levels of equipment and supplies thus enabling them to provide service.

It is the responsibility of each supervisor to manage the station's fixed assets, apparatus equipment and supply inventory. The appropriate authority shall be notified whenever station, apparatus, personal assets/equipment is/are: transferred, surveyed, missing or damaged.

**II. SCOPE**

This policy shall apply to all SDFD Personnel.

**III. AUTHORITY**

The Fire Chief authorizes the information within this policy.

**IV. DEFINITIONS (IF NEEDED)**

- A. Appropriate Authority: The proper authority is the section of the San Diego Fire-Rescue department that is responsible for the equipment. As an example EMS would be responsible for airway bags, monitors, and related EMS equipment.
- B. EMS: Emergency Medical Services is a Division of the Fire Operations Division
- C. FCC: Fire Communications Center
- D. PSU: Professional Standards Unit
- E. Surveying Assets: A survey is the procedure required when City property in the custody of San Diego Fire-Rescue Department must be:
  - 1. Condemned as a result of damage, obsolescence, or deterioration
  - 2. Appraised as to usefulness and value
  - 3. Identification of missing equipment as non-existent or as a result of loss or theft; official inventory records may be cleared of such items.
- F. Transferring Assets: Refer to the Material Survey Procedure in Section 19 and 20 of this Standard Instruction (SI 06) for instructions on transferring or surveying assets/equipment.

**V. POLICY**

A. Damaged or Missing Equipment

Damaged and/or missing equipment has a major financial impact on this department. Therefore it is expected that personnel shall be responsible for the care, maintenance and security of the equipment assigned to them or that they are responsible for.

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1. Damaged or missing equipment shall be reported immediately through the chain of command to the respective Division Head or his/her designee via FD7. Battalion Chiefs have been designated this responsibility for operations equipment.
2. The FD-7 shall then be forwarded to the appropriate division (I.E. FCC, EMS, Logistics, etc...) for replacement.
3. Replacement for such equipment shall be timely to ensure the readiness of the apparatus or crew.
4. The Operations Battalion Chief and/or the Division Head shall direct an immediate investigation of the lost, damaged or missing item(s).
5. The investigation shall be conducted at the time that the discrepancy is found.
6. The circumstances surrounding damaged equipment shall be evaluated to determine if the damage occurred in the normal course of duty or was as a result of negligence or intentional harm. Depending on the circumstances, lost or damaged equipment may result in discipline.
7. If theft is suspected, SDPD must be notified and a police report shall be included with the FD7.
8. The investigating officer shall forward the results of the investigation through the chain of command to the appropriate Division Head including a recommendation as to the cause of the loss or damage.
9. In cases where negligence was found to be the cause of the loss or damage, the Division Head will forward the report to the Professional Standards Unit (PSU) recommending an appropriate level of discipline.
10. Multiple violations and/or deliberate acts may be cause for a higher level of discipline.

**B. Station Supplies**

1. Officers in charge of stations shall be responsible for ordering and proper utilization of supplies.
2. Station supplies shall be managed to ensure that stock meets appropriate station needs.

**C. Requisitioning Storeroom Supplies**

1. Station requisitions for supplies and materials under the control of the Fire-Rescue Equipment Center (Store 42), Store 43 for automotive supplies, will be submitted on a separate "Store Requisition" form PA-1434.
2. Procedures for filling out form PA-1434 and a sample are found in the Supply Catalog.

**D. Requisitioning Parts Room and Carpenter Shop Supplies**

1. Station requirements for supplies, materials, parts, etc., normally stocked by the Parts Room (Store 43), will be submitted directly to Support Services, utilizing Form PA-1434 "Monthly Station Supply Requisition."

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2. These Shop items are identified by an asterisk (\*) in the Fire-Rescue Supply Catalog. Carpenter Shop supplies need to be ordered on an Inter-Department Communication FD7.
3. The Department Stores will be closed and will be kept closed on weekends and holidays. Normal hours will be Monday through Friday, 0700 to 1530 for Store 42 and 0700 to 1630 for Store 43.

E. Requisitioning Office Supplies from Staples Office Supply - online

The City of San Diego has a vendor for ordering office supplies. Staples-online is the vendor supplying office products. The web link is: <https://order.staplesadvantage.com> and catalogs are available to each station.

1. According to the current monthly supply requisition submission schedule (see below), the designated crew member will log into the system using the generic log in and password unique for each station.
2. Once you have placed your order you will then proceed to the check-out screen to submit the order for approvals.
3. The order will then be sent to the three Battalion Chiefs (A, B, and C Division) assigned to your station for approval. Only one Battalion Chief is required to approve the order.
4. Upon Battalion Chief approval, the order will be processed by Staples for delivery to the Logistics Equipment Center.
5. Any Battalion Chief that logs on to the Staples website after the order has been approved will not find an order waiting for approval.
6. The Logistics section will then receive and deliver the order.
7. Reassignment of Operations Battalion Chiefs to a different battalion will require that the Staples system be updated. Please notify the Logistics Administrative Aide by phone or email when updates are required.
8. Attached you will find an appendix for a guide to ordering. This appendix will include each stations user name and password.
9. Monthly Supply Requisition Submission Schedule

Battalion	Requisition Due
B-1	1 <sup>st</sup> of Each Month
B-2	4 <sup>th</sup> of Each Month
B-3	16 <sup>th</sup> of Each Month
B-4	8 <sup>th</sup> of Each Month
B-5	20 <sup>th</sup> of Each Month
B-6	12 <sup>th</sup> of Each Month
B-7	24 <sup>th</sup> of Each Month

F. Shipping Equipment

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1. In order to identify and expedite the return of any equipment sent to the storeroom or a repair center; please identify all items by attaching an I.D./Shipping tag with the following information:
  - a. DATE
  - b. STATION NUMBER
  - c. APPARATUS NUMBER
  - d. REASON FOR NEEDED REPAIRS
2. FCC
  - a. Equipment meeting the requirements of subsection V., A of this Standard Instruction shall be investigated and forwarded to the proper authority via their chain of command.
3. All equipment or items being sent in for repair or replacement must be decontaminated, cleaned and/or dried prior to being shipped. This includes communications equipment as well as EMS/Operations equipment.
4. Contaminated equipment that is not able to be decontaminated shall be shipped in a sealed bag and identified as hazardous.

G. Forms

1. Request submittal
  - a. Station or Division requests for forms will be submitted monthly via the City Outlook System by email to "SDFDForms" or SDFDForms@sandiego.gov.
  - b. Prior to submitting forms requests, check the "S" drive in the "Forms" folder for a list of commonly used forms which can be downloaded.
  - c. A forms index is available in the station files or in the S Drive.
  - d. All requisitions must be submitted by a Captain and forwarded through the City outlook System to "SDFDForms" for processing.
  - e. Orders for forms should be coordinated between divisions and approved by the Station Captain.
2. Approval
  - a. All new forms or modifications to existing forms will be submitted via the chain of command to the Assistant Fire Chief of Support Services.
  - b. Approved new forms and/or modifications to existing forms need to be approved by the City Clerk's office. These submittals will be handled by the Forms Officer at Station 9 for processing.
3. Maximum Amounts / Order Limits
  - a. **Do Not** Order more than a twelve (12) month supply of forms.
  - b. Over stocking of forms is discouraged. Stock on hand should be limited to reasonable inventory to conduct normal business.

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- c. Station personnel should be aware of ordering unnecessary forms. Inventories should be reasonable and appropriate for the business and equipment of that station. (i.e., aerial forms should not be ordered for station without trucks companies.)
- 4. Miscellaneous
  - a. Return extra forms to Station 9 for restock whenever equipment is reassigned or removed from service.
  - b. Suggestions to improve a form or the file system can be made by contacting the Forms Officer at station 9.
  - c. Personnel can help to reduce costs and waste by observing these policies.
- 5. Urgent requests for forms that have run out of stock at the station are to be kept to a minimum. Regular inventories of the forms on hand, at the station, should be done to avoid this scenario.
- 6. In an effort to decrease printing costs, personnel shall order routinely used forms from Station 9. Printing costs are considerably higher when printing on station printers.