

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 06		DEPARTMENT FIRE
SUBJECT STATION MANAGEMENT: MATERIAL SURVEY PROCEDURE	SECTION 19	PAGE 1 of 1	EFFECTIVE DATE 07/01/01

XIX. MATERIAL SURVEY PROCEDURE

A. PURPOSE

The purpose of a survey is to provide a method for San Diego Fire and Life Safety Service to accomplish administrative review as to the condition of material, cause of the condition, responsibility therefore, and to recommend final disposition of the material. Requests for surveys and procedures to be used will be as outlined in Section XIX and Section XX.

B. DEFINITION

A survey is the procedure required when City property in the custody of the Fire Department must be:

1. Condemned as a result of damage, obsolescence, or deterioration.
2. Appraised as to usefulness.
3. Acknowledged as non-existent as a result of loss or theft so that records may be cleared.

C. TYPE OF SURVEYS

Surveys are two types: PRIMARY and SECONDARY. The type to use for a specific survey action will be designated by the Fire Chief or his/her representative and will be determined by the material involved and the circumstances that made the survey necessary.

1. **PRIMARY** - A primary survey will be required for certain articles or types of material when circumstances warrant are conducted by members composed of the Fire Chief or his/her appointed representative and three Chief Officers designated by the Fire Chief.
2. **SECONDARY** - A secondary survey will be used when survey action must be taken but a primary survey is not required. This survey will be conducted by three members of Fire and Life Safety designated by the Fire Chief. One of the three members appointed shall be the custodian of the material being surveyed.