

CITY OF BEND FIRE & RESCUE  
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Logistics

TITLE: Reporting Lost or Damaged Electronic Equipment

NUMBER: 2100-004

**A. POLICY**

- 1) It is the policy of Bend Fire & Rescue to keep all electronic equipment in good working condition to maintain optimal functionality, data security, and accountability.
- 2) It is the responsibility of all department personnel to immediately report any incidents of damage or loss associated with electronic equipment including but not limited to computers, laptops, radios, ipads, MDT, cell phones, modems, charging ports, and any other electronic devices used for operational or administrative purposes.

**B. PROCEDURE**

- 1) All personnel must take necessary precautions to safeguard electronic equipment from accidental damage or loss, including proper storage, handling, and adherence to departmental policy and procedures related to technology use.
- 2) Damaged or lost electronic equipment will be evaluated by the Public Safety Technician (PST) to determine if repair, replacement, or disposal is the most cost-effective solution.
- 3) Equipment replacements and repairs will be prioritized based on operational requirements and budgetary constraints.
- 4) The department PST will maintain records of all reported incidents, their resolution status, and associated actions.
- 5) Personnel who damage or lose electronic equipment due to negligence or intentional actions may be subject to disciplinary measures.

**C. INSTRUCTION**

- 1) All personnel encountering damaged or lost electronic equipment must report the incident to immediately to their supervisor.
- 2) As soon as possible, the employee will fill out a Damaged/Lost Electronic Equipment Report.
  - Report is located on Sharepoint/Logistics/Report lost or Damaged Equipment
- 3) If equipment is lost that can be tracked- such as an ipad or cell phone, the employee must call the PST immediately so immediate action can be taken to locate the device.

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