



<b>Standard Operating Guideline</b>	
SOG Name:	Return of City Issued Property at Separation
SOG Number:	400.17
Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	June 18, 2021
Date of Last Revision:	June 18, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

**PURPOSE:** To establish a procedure for members severing employment with the Dothan Fire Department to return all items of value that have been issued to the member.

**SECTION 1**

The State of Alabama Law prohibits a municipality from donating items of value to any individual or entity at no charge.

**SECTION 2**

All items issued to a member of the Dothan Fire Department are property of the City of Dothan.

**SECTION 3**

The Fire Chief has the authority to declare items of no value and dispose of as he deems appropriate. This is limited to items that are not listed as capital assets.

**SECTION 4**

An employee separating from the City of Dothan is required to return all City property of value before the member's final payroll check is released to the member. On the paperwork furnished through the Fire Department to the City of Dothan Personnel Department, the Fire Chief attests that an exiting member returns all City of Dothan property during or at the end of the member's last duty day.

**SECTION 5**

Many items issued to members are perishable or not reusable by other members and are therefore deemed as having no value as long as there are no Fire Department patches or emblems present. Retiring members may be allowed to keep items for display in a career shadow box. These items include:

- . One (1) uniform badge for each rank
- . One (1) hat badge
- . One (1) dress belt buckle
- . Two (2) DFD patches
- . One (1) set of collar brass for each rank
- . Helmet

**SECTION 6**

Separating members shall surrender all items of value or all items with the Dothan Fire Department patch or logo during, or at the end of, their last duty day to their shift or division supervisor through the chain of command. A form is located at **Data2/Fire/DFD official forms/City Issued Property Return Form** that is to be completed and submitted to the Fire Chief's office.

**SECTION 7**

All returned items will be placed in inventory for re-use or discarded appropriately. The shift supervisor will secure all items until they can be given to the Administrative Chief. Returned items may be placed in the Administrative Chiefs office during his absence for security.

**SECTION 8**

Items that must be turned in are:

- . Uniform items with patches and insignias
- . Turnout Coat, Pants, suspenders and boots
- . City ID
- . City pager
- . City Fuel Key
- . Excess brass
- . Station key(s)
- . Locker key
- . Flashlight and bracket
- . SCBA Mask
- . Fanny Pack
- . Pocket Mask
- . Safety Glasses
- . Life Safety Rope
- . Turnout Gear Bag
- . Portable Radio
- . Laptop Computer/IPAC
- . Vehicle Keys
- . Class A Hat

**(Signature on File)**

**Larry H. Williams, Jr.**  
Fire Chief  
DOTHAN FIRE DEPARTMENT