

## **CLIO AREA FIRE DEPARTMENT POLICY**

### **REMOVAL OF DEPARTMENT PROPERTY**

No employee/member will remove or take away any Clio Area Fire Department/Fire Authority property for any non-Department use, regardless of its value, without the expressed permission of the employee/member's supervisor/officer. Removal of any item must be accompanied with a "Permission To Use" form, signed by an officer of the Department. Department/Authority equipment or materials removed from the Department premises without appropriate approval is considered theft.

## **CLIO AREA FIRE DEPARTMENT**

### **ITEM/MATERIAL REMOVAL FORM**

PERSON REMOVING ITEM/MATERIAL \_\_\_\_\_

PERSON APPROVING REMOVAL  
\_\_\_\_\_

DATE REMOVING ITEM/MATERIAL \_\_\_\_\_

DATE ITEM/MATERIAL TO BE RETURNED \_\_\_\_\_

DESCRIPTION OF ITEM/MATERIAL TO BE REMOVED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_