



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Station Supplies		
<b>Policy Number:</b>	115	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	July 2020
<b>CFAI Reference:</b>	N/A	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – May 2009 Formatted – May 2012 Updated – August 2019 (Grammar) Updated – July 2020 (CrewSense)		

### PURPOSE

The purpose of this policy is to establish a procedure for the procurement of essential living supplies at fire stations and other facilities.

### POLICY

It is the responsibility of company officers to ensure adequate supplies are maintained at their assigned stations. To request supplies a company officer should submit a Form 8, Station Supplies Ordering Form via CrewSense, to their assigned Battalion Chief. Company officers should submit supply requests on the first Sunday of the month following apparatus checks. The Battalion Chief on-duty the first Monday of each month will place the supply orders. The pick-up and distribution of supplies will be coordinated by the Battalion Chief utilizing available resources or administrative staff. Supplies should be ordered and picked up monthly, but may be ordered as needed when circumstances dictate, to prevent an outage of necessary supplies.