



Rogers Fire Department Standard Operating Procedures

Policy Title:	Station Supplies		
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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. This process should be completed by developing a list of required and approved supplies for each station (Form 8) and retrieving those supplies from local vendors within the cruising area of the station. This process should be completed on the first Monday of each month. Only approved items are to be purchased. Special items that are not available from local vendors will be stocked in the supply room at Fire Station 1 or may be purchased with approval from the City-Wide Tour Commander.

All receipts from supply purchases should immediately be submitted to the City-Wide Tour Commander and the Administrative Assistant of the Field Operations.