

ASSIGNMENT OF PROPERTY

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2834

Property accounting procedures are designed to maintain uniform accountability for property. Accurate accounting records must be in place to protect against and detect unauthorized use, and to investigate incidents that involve loss, theft, damage, or misuse of property.

When property is assigned to individual CAL FIRE personnel, it is important the property information be accurately recorded in an internal Inventory Tracking System for tracking purposes. The following procedures will maintain accountability and appropriate tracking of property:

1. Permanent Assignment of Property: The description, property decal tag number (or serial number), assigned CAL FIRE office, and the employee's name, shall be noted in the internal Inventory Tracking System for tracking purposes of property that is permanently assigned to CAL FIRE personnel. When the employee leaves the Department, retires, or no longer requires the property, the employee's name should be removed from the internal Inventory Tracking System, and a new assignment or location of the property should be recorded.
2. Temporary Loaned Property: The CAL FIRE office should create a log where property can be recorded when it is temporarily being signed out to personnel or another CAL FIRE office. The log should consist of a checkout date, description, property decal number and/or serial number, employee's name, CAL FIRE office name, and a check-in date for when the property is returned. The property and log should be kept in a secure location. The CAL FIRE office may use the CAL FIRE 79 form (Advice of Items Loaned) to log the loan of property. It is recommended that the information also be recorded in the internal Inventory Tracking System for tracking purposes.
3. Badges: CAL FIRE personnel who are issued a uniform badge must complete the CAL FIRE 79A form (Advice of Items Loaned-Badges) to request a badge. The issuing officer and the employee must sign the form. It is recommended that the badge assignment be recorded in the internal Inventory Tracking System for tracking purposes. Refer to CAL FIRE handbook Section 1500, Uniform and Identification, for additional information.

Personnel should be consistently reminded of written policy and procedures for the care and security of property and the consequences of any negligence that results in the loss, theft, destruction, and/or damage of property.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8643.pdf

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap2000/20080.pdf

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