

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

DISPOSITION OF THE PERSONAL EFFECTS OF DECEASED MEMBERS

MP105.02A 11/08 – R

PURPOSE

The purpose of this procedure is to ensure the security and proper disposition of the personal effects of a member in the event of his/her death. Personal effects shall include all property owned by the deceased member that is on Fire Department property at the time of the member's death.

RESPONSIBILITIES

In the event of the death of a member, whether on or off duty, the following steps shall be followed in the gathering and disposition of his/her personal effects:

The Performance Auditing Section will be assigned to secure the personal effects of the deceased member and deliver them to Fire Administration.

The deceased member's vehicle will be secured at the worksite and the keys forwarded with the personal effects.

The Personnel Section will conduct an inventory of the personal effects upon receipt and make a written record of all items.

- The next of kin will be given priority consideration to receive the property.
- Care should be exercised in selecting a tactful time for delivery of the personal effects to the next of kin.
- Documentation is required indicating the date, time and location of disposition. The name and the relationship of the individual accepting the property will also be noted. Documentation will then be forwarded to the Personnel Section for placement in the deceased Member's personnel file.