

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.08	ADMINISTRATION
DATE IMPLEMENTED: JULY 11, 2017 DATE REVISED:	TITLE: REQUEST TO TAKE VEHICLE AND/OR APPARATUS OUT OF TOWN

PURPOSE:

This guideline was promulgated to establish procedures for requesting to take a District Vehicle and/or Apparatus out-of-Town to enable the Chief of Department and his/her designee(s) as well as the BOFC Chairperson to be fully aware of the location of vehicles and apparatus at all times.

SCOPE:

All personnel of the LFD.

PROCEDURE:

1. Personnel electing to take a District vehicle and/or apparatus outside the boundaries of the Township of Lakewood shall have their respective Company Officer or his/her designee complete a Request to Take Vehicle and/or Apparatus Out of Town form. (Separate forms shall be submitted for each vehicle or apparatus being requested to be taken out of Town).
2. This form shall be completed in its entirety and explicitly indicate:
 - a. vehicle and/or apparatus being requested
 - b. members who will be in attendance
 - c. date, location and time/length of event/activity
 - d. reason for the request
3. The Company Officer or his/her designee shall submit the completed Request to Take Vehicle and/or Apparatus Out of Town form to the Chief of Department for his/her approval.
4. Once the Chief of Department or his/her designee signs the request form indicating approval, the Request to Take Vehicle and/or Apparatus Out of Town form shall be submitted to the Board Office for authorization.
5. Once the Board Office has provided authorization a copy of the approved Request to Take Vehicle and/or Apparatus Out of Town form will be electronically provided to the BOFC Chairperson, all Chief Officers as well as to the Company Officer who made the request.
6. **Please note approval of the BOFC Chairperson is mandatory for requests beyond the contiguous municipalities of the Township of Lakewood as well as for all out-of-State requests.** For this reason, it is imperative that requests be submitted as soon as possible. Last minute requests may not be authorized.



Lakewood Fire District No. 1

(732) 364-5151

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316 River Avenue • Lakewood, New Jersey 08701

REQUEST TO TAKE VEHICLE AND/OR APPARATUS OUT OF TOWN

Officer Making Request _____

Station/Company Assigned _____

Vehicle and/or Apparatus Requested _____

Members Attending _____

Date of Event _____

Location of Event _____

Approximate Time of Event: From _____ To _____

Reason for Request _____

Submitted By – Print Name _____ Signature _____ Date _____

Signature of Approval – Chief of Department / Designee _____ Date _____

-----BELOW FOR OFFICE USE ONLY-----

Signature of Approval – Administrator / Administrative Clerk _____ Date _____

BOFC Approval (Mandatory for Out-of-State): Yes ___ No ___ N/A ___ Date _____

copy: Chief of Department
Officer Making Request
File