

POLICY

It is the policy of the District that all District-owned properties are for the expressed purpose of carrying out District services.

It is the policy of the District that no employee, individual or entity shall use any District-owned property for their personal benefit, or the personal benefit of any other individual or entity, unless such action is required in the performance of official duties or with prior approval, and the District is remunerated as necessary.

RESPONSIBILITY

It is the responsibility of the **District Manager** or **Fire Chief** to distribute and review this policy with new employees upon their appointment and with all employees on a periodic basis.

It is the responsibility of an **employee, individual or entity** to request, in writing, approval for the use of District-owned property in actions not required in the performance of official duties.

It is the responsibility of the **Board** to approve or deny in writing written requests for the use of District-owned property in actions not required in the performance of official duties.

It is the responsibility of the **Board** to pre-approve certain employees, individuals, or entities for the use of District-owned property in actions not required in the performance of official duties.

It is the responsibility of the **District Manager** or **Fire Chief** to approve or deny in writing, pre-approved employees', individuals', or entities' written requests for the use of District-owned property in actions not required in the performance of official duties.

It is the responsibility of the **District Manager** or **Fire Chief** to notify the Board in writing, approval or denial of written, pre-approved employees, individuals, or entities written requests for the use of District-owned property in actions not required in the performance of official duties.

It is the responsibility of the **Board** to determine the remuneration necessary for the use of District-owned property in actions not required in the performance of official duties.

PRACTICES

1. The primary consideration to approve or deny the use of District-owned property is whether its use will reduce the performance of the District's official duties.

2. Personal toll telephone calls must be made via calling cards, third-party billing, collect, or other indirect payment methods.
3. The authorization to use District-owned property must be by an agreement and the District Manager or Fire Chief are authorized to execute such agreements with pre-approved employees, individuals, or entities.
4. The following employees, individuals or entities are pre-approved and are not required to request, in writing, Board approval for the use of District-owned property in actions not required in the performance of official duties:
 - a. Leesville R-IX School District and Leesville Township Road District;
 - b. Community associations or similar organizations, e.g., Parents as Teachers;
 - c. Entities for disaster aid, disaster preparedness, and disaster management, e.g., blood donation drives or staging disaster aid vehicles and equipment;
 - d. County or regional Fire Chiefs' associations or similar organizations; and
 - e. The Missouri Fire and Rescue Institute or similar organizations that provide training and educational opportunities for emergency services, including opportunities for community participation, e.g., first aid classes.

RELATED POLICIES

Definitions 118
Employee Orientation 212
Resident Employees 490
Distribution of Literature/Solicitation 512
General Conduct 524

STATUTORY REFERENCE

None

REVISION HISTORY

Revision Date	Author	Revision Details
July 16, 2026	Monte Olsen	Initial version