

SUBJECT: SECURITY OF FIRE STATIONS**SECTION:** 102.07**REVISED:** MARCH 2, 2009**PAGE(S):** 2

PURPOSE

To provide guidelines to ensure and emphasize an alert attitude concerning fire station security.

POLICY

All fire department personnel are required to provide and maintain security while on or off duty. This shall mean physical security for the apparatus, equipment, fire station and premises, personal belongings, and one's self. The general security of the station shall be the responsibility of the on-duty shift supervisor.

PROCEDURE

It is incumbent upon all department members to make security a priority at all times.

It shall be the responsibility of all company officers to maintain, or cause to be maintained, all reasonable security measures throughout the shift.

Examples:

- Assure all doors are secured prior to leaving the station (emergency calls, company training, occupancy inspections, etc.).
- Assure all doors and windows are secured by 2100 hours.

Suggestions:

- Change-out batteries in overhead door remote control devices at least semi-annually.
- Check on exterior lighting operation weekly.

Additionally, the Valley fire station is equipped with a security key pad door lock that is programmed with individual entry codes. This four digit code will allow access through the door when it is locked. This code will be removed as soon as possible when the member leaves the department.

All keys for building and facilities, which are held in trust by the fire department members, shall be used only for fire department activities and /or operations.

At no time shall fire department assigned keys be loaned out or duplicated by any person for any reason without a written request and direct written permission from the Fire Chief. Lost and/or stolen keys will be reported immediately.