

## 601 DISTRICT FACILITIES

1. The purpose of District facilities is to accommodate the operational needs of the Fire District. When not used by the agency, District facilities are available, within agency rental policy, for use by the public. All facilities are paid for by taxes collected from property owner in East Clark County. Personnel shall treat District property with respect and care, working to provide a positive public image of clean, well-kept, well-maintained facilities.
2. Strict attention shall be given to the care of District and Station property, including furnishings and installations, and any negligence, disregard or carelessness in the use of such property shall be cause for disciplinary action.
3. House duties shall be performed per District schedule with facilities maintained to agency standards.
4. Tools and equipment shall not be loaned to agency personnel or civilians to keep these items available for emergency response.
5. Unauthorized persons shall not loiter on District property. Law Enforcement shall be contacted to remove the person(s) if they interfere with agency operations, pose a threat to agency personnel, or act in an offensive manner.
6. Only citizens with legitimate District business shall be in District Fire Stations. Friends of District personnel shall not remain in agency facilities without the permission of the Battalion Chief.
7. Visitors shall not be allowed within posted areas of the station, except with the authorization of the Battalion Chief.
8. No children shall be allowed in the station unless accompanied and supervised by an adult and escorted by District personnel.
9. Only the assigned resident(s) or Duty personnel shall be in the sleeping room.
10. Visitors shall be allowed in District fire stations only between the hours of 08:00 and 21:30.
11. Personnel shall not make excessive noise, nor conduct unnecessary activities or operations, which might disturb neighbors.
12. District facilities and grounds shall be considered "Tobacco Free Zones."

13. District facilities shall be secured when unoccupied. Coded locks shall be utilized on exterior doors and the public shall be locked out of apparatus bays, offices and living areas. Apparatus bay doors shall remain closed when the bays are unoccupied.
14. District facilities shall be kept neat and clean, inside and out. Fire Stations shall pay particular attention to keeping truck bays clean and pathways clear and dry. A three-foot minimum clear space shall be maintained around all apparatus parked in the truck bays.
15. No activity shall interfere with the response readiness of facilities, apparatus or equipment. Radios shall be in the "monitor" position from 08:00 - 22:00 hours for "on duty" personnel.
16. All personnel shall practice economy in the use of supplies and conserve energy.
17. All personnel shall report any damage to facilities through normal channels. Any damage that adversely affects the ability of the property to function properly for emergency response shall be reported immediately to the Duty Officer.
18. All personnel shall be responsible for maintaining their assigned spaces of storage in a clean and orderly condition. The District owns and controls all property, facilities, lockers and storage areas and will examine them at their discretion. No weapons, alcohol, illegal drugs or contraband shall be stored in or on District facilities.
19. Personnel shall not wear turnout gear in carpeted areas. Turnouts shall not be worn or stored in living areas.
20. No member shall park their vehicle in a District station without authorization of the Chief. Vehicles left during class attendance shall be parked distant to the area used by personnel responding to that facility for emergency response.
21. Small personal projects may be worked on in District stations if cleared by the Battalion Chief. Any major project shall be cleared with the Chief. No automotive repair shall be permitted in District stations. The station and work areas shall be left clean at the completion of the work session. All debris shall be properly disposed of.
22. All personnel shall refrain from storing personal belongings in the Stations, except those needed for educational, administrative and decontamination purposes.

23. No personnel shall place material on, or remove material from, any District bulletin board, wall, etc. unless authorized by a Chief Officer.
24. All personnel shall be issued a key code for station access based on need, as determined by the Fire Chief. Personnel found in possession of unauthorized keys and/or located in restricted areas are subject to disciplinary action or termination.
25. Personnel may use the station telephone for occasional personal calls, as long as they are necessary and of short duration. No long distance personal calls shall be billed to the Fire District. District related long distance calls shall be documented on the Long Distance Log.
26. Station flags shall be flown at the direction of the Chief. They shall be moved to "half staff" ONLY upon the order of a Chief Officer.
27. No lewd, uncivil, or offensive material may be posted, stored or visible at District facilities.
28. No political or partisan materials are to be stored, displayed, posted, or handed out at District facilities.
29. No unauthorized markings or postings shall be placed on District facilities, apparatus, or equipment.